

AGENDA
REGULAR CITY OF TILLAMOOK COUNCIL MEETING
~ MONDAY, MAY 16th, 2011 AT 7:00 P.M. ~
TILLAMOOK CITY HALL, 210 LAUREL AVENUE
www.tillamookor.gov

7:00 P.M. CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

MINUTES: April 4, 2011

PROCLAMATIONS: None

PRESENTATIONS/UPDATES/REQUESTS: Limit – 5 minutes per presentation

1. Tillamook High School Student Leadership
2. Tillamook Urban Renewal Agency – Chairman Don Hurd

PUBLIC HEARINGS:

1. Public Hearing/Deliberation – OLCC Application: Cabana Room, Galena Flores

PENDING BUSINESS: None

NEW BUSINESS:

1. Tillamook Chamber of Commerce Monthly Report and Tourism Promotion Agreement Amendment – Chamber Director Justin Aufdermauer
2. Staff Report: Bid Results for Street Dept. Replacement Vehicle, Public Works Director Arley Sullivan
3. Quilt Block Purchase by City Employee Request
4. Spring Clean-up

LEGISLATIVE:

1. Resolution: Certain Uses During the June Dairy Parade and June Children's Parade
2. Resolution: 200th Anniversary of Settlement of Astoria
3. Staff Report: Amendment of Ordinance 1253, Chief Terry Wright
4. Ordinance Repealing #569, #720, #983, #1240, #1220, #1229 and replacing with new Council Rules

CITIZENS HEARING/AUDIENCE COMMENTS – Non Agenda Items

(This is the time reserved for citizens to address the Council on matters related to city government and properly the object of Council consideration. Time is limited to five (5) minutes for each speaker, unless the Council decides prior to the citizen hearings period to allocate more or less time. The purpose of the citizen hearings period is to provide citizens an opportunity to be heard by the council, primarily on issues not on the agenda).

COUNCIL CONCERNS – Non Agenda Items

MONTHLY REPORTS:

1. City Manager
2. City Recorder
3. Mayors Report

COMMITTEE REPORTS:

1. Beautification Committee
2. Urban Renewal Agency
3. Associations Committee

STAFF COMMUNICATIONS/CORRESPONDENCE/DISCUSSION

1. Letter regarding Oregon Coastal Zoning Management Association

AUTHORIZATION TO PAY BILLS

ADJOURNMENT

THIS IS A PUBLIC MEETING PER ORS CHAPTER 192. THE CITY COUNCIL RESERVES THE RIGHT TO CALL AN EXECUTIVE SESSION PER ORS 192.660. CITY HALL IS HANDICAP ACCESSIBLE. PLEASE CONTACT THE OFFICE OF THE CITY MANAGER SHOULD SPECIAL ACCOMMODATIONS BE REQUIRED. CITIZENS WITH VISUAL OR MANUAL IMPAIRMENTS MAY CONTACT THE OREGON RELAY SERVICE BY PHONING 1-800-648-3458 (TDD) OR 1-800-848-4442 (VOICE). THE CITY OF TILLAMOOK IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

City Meetings coming up in May & June 2011 at City Hall:

1. City Council: June 6th and June 20th, 2011 @ 7:00 pm
2. Tillamook Urban Renewal Agency (TURA): May 17th, June 7th and June 21st @ 5:30 pm
3. City Budget Meeting: May 25th, 2011 @ 5:30 pm
4. TURA Budget Hearing: June 7th, 2011 @ 5:30 pm

POSTED: May 13th, 2011

City Hall * Tillamook County Courthouse * Tillamook Fire District * Tillamook County Library

**TILLAMOOK CITY COUNCIL MEETING
MONDAY, APRIL 4, 2011
CITY HALL, 210 LAUREL AVENUE**

CALL TO ORDER/FLAG SALUTE:

Mayor Weber called the regular City Council meeting to order at 7:04 P.M. and led the Pledge of Allegiance.

ROLL CALL:

Those present for roll call:

Mayor Suzanne Weber
Councilor Joe Martin
Councilor Matt Harris
Councilor Cheryl Davy
Councilor John Sandusky
Councilor Doug Henson

Absent:

Councilor Steven Forster (excused)

Staff Present:

Paul Wyntergreen, City Manager
John Putman, City Attorney
Bernadette Sorensen, City Recorder

AGENDA:

The posted agenda for the meeting of April 4, 2011 is attached and by this reference is made a part of the record.

MINUTES:

Council minutes for February 22, 2011 were available to Council as Exhibit A. **Councilor Henson made a motion to approve the minutes of February 22, 2011 as presented. Councilor Sandusky seconded the motion. Motion carried unanimously by Council seated.**

PROCLAMATIONS: **None.**

PRESENTATIONS:

1. **Tillamook High School – Tiffany Bofill, Treasurer**, announced that the blood drive will be held at THS on 4/19/11. Spring sports have started. Eight members have qualified for State debate. April 13th & 14th is the Drinking/Driving Prevention program. April 20th is the presentation on service learning projects. Council had no questions or comments.
2. **Futures Council – Shirley Kalkhoven., Chairman and Jane Duncan, Program Manager** presented a program on Futures Council's strategy for community goals and vision. The program is funded by the Ford Family Foundation. The program has 50 indicators. July 2009 a mail income survey of 1,500 Tillamook County residents was conducted. 46% responded. Findings showed strength in growth and development, natural environment, society and culture. Weaknesses are economy, youth, education, health and human services. 2009 assessment indicated Tillamook County is 50% vital. Three of the six areas did not meet target outcome levels. More information may be obtained on their website. Council had no questions or comments.

**Tillamook City Council Meeting
April 4, 2011**

3. **Tree City USA** – Cherry tree planted today at Carnahan Park. The Tree City USA award, sponsored by National Harvesting Foundation and administered by the Dept. of Forestry was presented by Mark Main, Dept. of Forestry. The purpose of the program is to recognize cities that have tree care programs in their communities. Main briefly mentioned that the Dept. of Forestry has a new State forester, Doug Decker and that this year is the departments' 100th birthday. The City was presented a Tree City USA flag, pins, hat and stickers.
4. **Chamber** – **Dave Lindstrom** gave a brief annual update, mentioning the success of the annual banquet and sustained membership. Andy Neal has accepted a job as the new Tillamook County Fair board director. Present and introduced to the Council was **Justin Aufdermeyer, new director**. Aufdermeyer mentioned that the Chamber forums have resumed and are held on the third Thursday of each month at the Pancake House at 12:00 noon. This is a time for city and county officials to hear updates regarding Chamber information. Citizens are invited to attend and comment or ask questions.

PUBLIC HEARINGS

1. CITIZEN HEARINGS - NON-AGENDA ITEMS:

Erin Skaar, CARE, asked for a letter of support from the Council for the renovation of Meadow Glen Apartments. Oregon Housing and Community Services offer grants for the improvement of lower income housing projects. For the grant application to be competitive the applicant must show that they have the support of the community project.

Councilor Sandusky made a motion to approve the City sending a letter of support for the Meadow Glen Apartments Lower Income Housing grant application. Councilor Davy seconded the motion. Motion carried unanimously by Council seated.

2. COUNCIL CONCERNS - NON-AGENDA ITEMS:

Councilor Joe Martin announced that he has been serving on the City Council for 29 years. Congratulations were extended.

Councilor Henson inquired about the Sidewalk Plan of a few years ago to repair and improve City sidewalks. He feels that there are quite a few sidewalks in need of repair, that there is danger of injury and lawsuit and that the City needs to complete the project. Henson offered to bring the City a list of sidewalks in need of repair. **Mayor Weber** mentioned that inadequate police staffing may have played a part in the project progress. **Wyntergreen** will check into this and present a report for the next meeting.

NEW BUSINESS:

Wyntergreen presented a copy of the budget process and mentioned the shortage of volunteers for the Budget Committee. Vacancies are currently being advertised. Wyntergreen is also coordinating with Urban Renewal on their budget, which is separate from the City's budget but uses the same budget committee.

Councilor Sandusky made a motion to adopt the process. Councilor Harris seconded the motion. There was no discussion. Motion carried unanimously by Council seated.

LEGISLATIVE

1. TILLAMOOK FARMERS' MARKET – RESOLUTION

Wyntergreen presented the standard annual resolution authorizing the waiver of certain requirements to the Tillamook Farmers' Market and approval of certain uses during the Farmers' Market season. Current Liability Insurance document has been received by the City. **Councilor Henson** noted that two members of the Farmers' Market have been appointed to the Tillamook Revitalization Association board. Merina Schrom from Farmers' Market was introduced to the Council.

Sandusky moved to approve the Resolution authorizing the waiver of certain requirements to the Tillamook Farmers' Market and approval of certain uses during the Farmers' Market season. **Councilor Harris** seconded the motion. **Motion carried unanimously by Council seated.**

2. SUPPORT FOR ASSISTED HOUSING PROGRAMS – RESOLUTION

City Manager Wyntergreen presented a resolution supporting assisted housing programs. This resolution is the final required step in the closure of the Community Block grant for the Women's Resource Center. Once this grant is closed, the City will be eligible for future CDBG grants.

Councilor Harris moved to approve a resolution supporting government assisted housing programs. **Councilor Davy** seconded the motion. There was no discussion. **Motion carried unanimously by Council seated.**

MONTHLY REPORTS:

Public Works Director: Director's report for March 2011 included with packet. Currently, unless Council objects, Wyntergreen is trying to minimize overtime by not having the department heads attend council meetings unless there is a key issue for discussion. **Councilor Henson** had questions regarding the overtime created by the department heads attending council meetings. City employees are salaried but anything over 40 hours in a workweek is considered overtime unless you are classified as an exempt employee. City employees do not meet the qualifications for the exemption. These are some issues that will be discussed with by the Personnel Committee in updating the Personnel Manual. **Wyntergreen** gave the highlights of the Director's Report.

Police Chief: Police Department's report for March 2011 included with packet. **Wyntergreen** gave the highlights of the Chief's report. The City has received over sixty applications for the position of patrol officer. Written and oral examinations are taking place April 9th and a prioritized list will be delivered early the week of April 11th. The City received a \$10,000 grant for security video cameras from CIS, our insurance carrier. Chief Wright will be presenting to the staff on April 5th a number of options for security at City Hall, Police Offices, Wastewater Plant and Transit Center. Reserved County parking spaces have been reduced to 5-6 spaces on 3rd Street for the annual sum of \$700. The Tillamook County Emergency Paging System will be activated in the next week or so. In preparation for some code enforcement activities, the new template for the nuisance letter was included in the packet.

City Planner: Planner's report for March 2011 included with packet. Planning Commission will be focusing on the Parks Master Plan and starting to lay out the schedule for the Comprehensive Plan update. A new crosswalk across from Tillamook County General Hospital was approved in coordination with ODOT. It will be constructed some time this summer. The City has been working with ODOT on the Hwy 101 and Hwy 6 Improvements Project as it relates to the environmental issues of Hoquarton Park.

Mayor's Report: **Mayor Weber** thanked Sandy's Nursery for the tree that was planted this morning at Carnahan Park. The Quilt Trail has taken on a new project of painting cows in the quilt patterns. There will be Ethics Training on April 25th. The League of Oregon Cities is sponsoring a Small Cities meeting on May 6, 2011. Tillamook City is the host. It will include a tour of the 2nd Street Public Market. City Planner Mattison is starring in the TAPA play, Southern Hospitality. There is a CASA benefit in town this weekend for Frog Town. TBCC is celebrating its 30th anniversary April 30, 2011.

**Tillamook City Council Meeting
April 4, 2011**

COMMITTEE REPORTS:

Public Works Committee: Chair Councilor Harris reported that the committee met on March 23rd at 10 a.m. Items discussed were a Street Projects lists for prioritizing maintenance and repairs. Public Works Director Sullivan will create the list for the committee to review. Also discussed was the possible relocation of the post office drop box on First Street and, in conjunction with that, the possibility of having a bus stop near the Post Office. This will be discussed at a future meeting.

Urban Renewal Agency: Representative Sandusky reported that Urban Renewal parking lot project is near completion. They are looking into a Plan amendment to take in additional land. They are re-launching the Façade Loan/Grant program as some businesses downtown have expressed interest.

Finance Committee: Wyntergreen asked to schedule a Finance Committee meeting. Wednesday, April 13th was agreed with the time to be announced.

AUTHORIZATION TO PAY BILLS:

The Finance Committee had reviewed the current bills prepared for payment. **Councilor Martin moved to pay the bills approved by the Committee. A second was made by Councilor Sandusky. Council seated approved the motion unanimously.** Bills were paid in the following total amount. A copy of the voucher register is attached and by this reference is made a part of the record.

GENERAL CHECKING ACCOUNT

A/P Batch 4/4/2011

Checks # 30499-30553

\$ 50,577.76

ADJOURNMENT:

There being no further business Mayor Suzanne Weber adjourned the meeting at 8:30 P.M.

APPROVED:

Mayor

ATTEST:

City Recorder

TILLAMOOK POLICE DEPARTMENT

BACKGROUND INVESTIGATION / LICENSE APPLICATION

Date: 5/4/11

To: PAUL WYNTERGREEN / CITY MGR.

From: TERRY WRIGHT / CHIEF (T)

License Type: OLCC - CHANGE OWNERSHIP

Business Name: CABANA ROOM

Name: GALENA L. FLORES

DOB: 05/03/1987

KENDRA M. HALL

10/25/1954

1160 HWY. 101 N, TILLAMOOK, OR.

A background investigation check, consisting of computer records checks, was conducted on the above named individual/s.

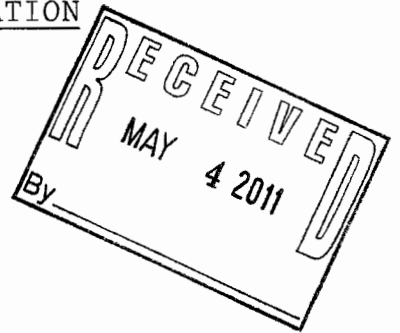
X No adverse information was found.

 The following information was revealed:

 Further background investigation required.

Recommendation: X Approval
 Rejection

Comments: _____



**CITY OF TILLAMOOK
TOURISM PROMOTION AGREEMENT AMENDMENT**

In accordance with Section 16 of the October 18th, 2010 Agreement made and entered into by and between the City of Tillamook, a municipal corporation of the State of Oregon hereinafter called the "City", and the Tillamook Area Chamber of Commerce, an Oregon not for profit corporation hereinafter called "Chamber", is hereby amended as follows:

(line-out indicates deletions; bold/underline indicates additions)

1. *Promotions Fee.* City agrees to pay to Chamber a fee to perform a specified program of activities as agreed upon during the City of Tillamook annual budget preparation and adoption process. Said agreed upon fee shall equal 10% of the ~~annual~~ actual motel tax collected by the City in the upcoming fiscal year.

2. *Payment.* Monies payable under paragraph 1 shall be transmitted by City to Chamber monthly, by the 15³⁰th day of the following month **based upon the actual receipts received during the month prior.**

3. *Promotions Program.* Chamber shall develop and implement a program designed to promote tourism, **with an emphasis on increasing the number of overnight stays,** and local and special events in the Tillamook area. The program may include radio, television, **web-media,** and print media. The promotion may also include flyers, billboards, and other advertising methods designed to boost tourism in the local area. ~~The Chamber will continue to produce several local brochures in-house, as well as our own vacation packets and re-location packets. The Chamber will continue to promote local events and attractions.~~ **The Chamber will continue to be resourceful in producing brochures designed to guide visitors to restaurants, lodging, and attractions within the Tillamook area.**

5. *Chamber of Commerce Visitors Center Hours.*

Memorial Day to Labor Day.

7 Days a week – Monday thru Friday 9-5, Saturday & Sunday 10-2

September thru May

5 days a week – Monday thru Friday 9-5

8. *Program of Work and Fee Request.* On or before ~~June~~ **May 31st** of every year Chamber shall submit a detailed program of work and fee request for the fiscal year to begin on July 1. City shall consider this submittal as part of the City of Tillamook annual budget process.

DATED this _____ day of _____, 2011.

Suzanne Weber, Mayor
City of Tillamook

~~Chamber President~~ **Executive Director**

ATTEST:

Bernadette Sorensen, CMC, City Recorder



STAFF REPORT CITY OF TILLAMOOK

TO: Honorable Mayor and Members of City Council

THROUGH: Paul Wyntergreen, City Manager

FROM: Arley Sullivan, Director

DATE: May 16, 2011

SUBJECT: BID RESULTS FOR VEHICLE REPLACEMENT, STREET DEPARTMENT

ISSUE BEFORE THE COUNCIL:

The need to replace an aging Ford Ranger pickup used in the Street Department.

EXECUTIVE SUMMARY:

- The Ford Ranger pickup used for light duty, hauling the mower ,etc. Is in need of updating. The unit is well used.
- In the past the Council has authorized the updating of aging equipment when the need arouse.
- Staff sent out bid requests to fifteen dealers for competitive bid. Eight responded, six didn't respond and one was returned, unable to deliver.

RECOMMENDATION:

Staff recommends the acceptance and purchase of the Ford Ranger 4X4 from Tillamook Ford located at 501 Main Ave. Their bid being the lowest.

FINANCIAL IMPLICATIONS:

Funds are available in Capital Outlay line item 020-20-54060.

Attachments:

- A.** Bid Response Sheet
- B.** Bid Request and Specifications

2011 Ford Ranger Bids - Street Department						
Name	Address	City	State	Zip	Results	Bid
Tillamook Ford	501 Main Avenue	Tillamook	OR	97141	Responded-hand delivered	\$18,128.65
Suburban Ford	37000 Hwy 26	Sandy	OR	97055	Responded	\$18,177.00
Power Motors	1107 N. Coast Hwy. 101	Newport	OR	97365	Responded	\$18,339.00
Skyline Ford	2510 Commercial St. NE	Salem	OR	97302	Responded	\$18,401.00
Courtesy Ford	1313 NE 122nd Avenue	Portland	OR	97230	Responded	\$18,806.65
Damerow Beaverton Ford	12325 SW Canyon Road	Beaverton	OR	97005	Responded	\$18,988.00
Barry Chrysler Jeep Dodge	548 Basin St SW	Ephrata	WA	98823	Repsonded	\$26,754.00
Astoria Ford	710 West Marine Drive	Astoria	OR	97103	None	
Dick's Mackenzie Ford	4151 SE TV Highway	Hillsboro	OR	97123	None	
Douherly Ford	4223 Pacific Avenue	Forest Grove	OR	97116	None	
Hayward Chevrolet	1 Main Avenue	Tillamook	OR	97141	None-hand delivered	
Landmark Ford	12000 SW 66th Avenue	Tigard	OR	97223	None	
Newport Ford	1107 N Coast Hwy	Newport	OR	97365	None	
Northside Ford	6221 NE Columbia Blvd.	Portland	OR	97218-2995	None	
Thomason Ford	17225 SE McLoughlin Blvd	Milwaukee	OR	97267-5902	Returned/no address available	

ATTACHMENT "A"



ATTACHMENT "B"

STREET DEPARTMENT

DATE: April 4, 2011

BID TITLE: RANGER SUPER CAB 4X4 XLT 4-DOOR MODEL 126" WB or EQUIVALENT

This proposed purchase shall consist of one (1) Ranger, super cab, 4x4, XLT 4-door model, 126" WB

Please state: Make: Ford Model: Ranger Year: 2011 or Equivalent

1. The truck shall be new (unused), current model of standard production. The purchase shall include vehicle title and warranty papers and owner's manual.
2. The truck, detailed and ready for service shall be delivered within one hundred twenty (120) days of the contract date.
3. The truck shall be delivered to the Tillamook City Street Department work shop at 108 Birch Avenue, Tillamook, Oregon 97141. All shipping costs are to be included in the supplier's bid.
4. Payment will be made to the supplier in one (1) payment within thirty (30) days of the date of delivery to the City of all of the following: all equipment, registration papers, warranty papers and owner's manual.
5. The vehicle shall have the following features (or comparable):
 - 4.0 SOHC gasoline engine
 - 5 speed automatic transmission w/OD
 - 3.73 axle ratio
 - 2.35-75 R-15 All Terrain tires
 - 60-40 split-bench seat
 - Air conditioning
 - Automatic transfer case & hubs
 - 5,150 GVW
 - Class 3 trailer tow-package
 - AM/FM stereo
 - Cruise control
 - Oxford White in color
 - Delete rear jump seat

6. The truck must meet or exceed all Oregon State minimum requirements, i.e. lights, glass, safety equipment.
7. The truck shall have at least a thirty-six thousand (36,000) mile or three (3) year warranty (parts and labor), excluding regular maintenance items, i.e. oil, filters, tires, etc. Drive train shall have at least a sixty thousand (60,000) mile or five (5) year warranty, corrosion warranty of five (5) years with unlimited miles.
8. Bidders shall maintain an adequate service department, with an adequate stock of normal replacement parts, and sales representation to compliment the product being bid.
9. Written bid response is required to be received by the Tillamook City Public Works Department, Attention: Jon Williams, 210 Laurel Avenue, Tillamook, Oregon 97141 by Friday, May 6, 2011 at 3:00 p.m. No bids will be accepted after this time.
10. Successful bidder will be notified in writing the day after the award is made.
11. The City of Tillamook reserves the right to reject any and all bids.

Memo

City of Tillamook
210 Laurel Avenue
Tillamook, OR 97141



To: Suzanne Weber, Mayor
From: Lynda Casey
Date: March 11, 2011
Re: Request for Quilt Block

Dear Mayor Weber:

We, the undersigned City Hall staff, would like to have a quilt-block placed on the edifice of City Hall.

Monies to purchase the quilt-block will come from the monies we collect when we recycle the bottles/cans deposited in the recycle bin located in City Hall. We would also ask staff for donations so we might meet the amount needed to pay for the quilt-block in a timely manner.

Thank you for your consideration.

Sincerely,



Lynda Casey

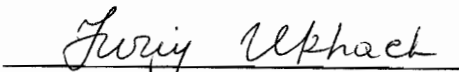

Debbi Reeves

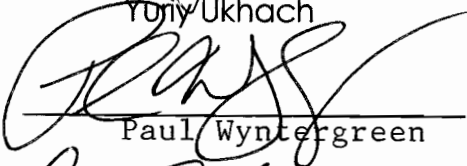

Mary Tucker

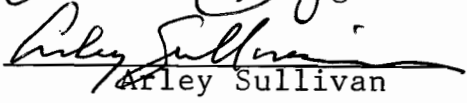

Jamy Wilson


David Mattison


Bernadette Sorensen


Yuriy Ukhach


Paul Wyntergreen


Arley Sullivan

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING WAIVER OF CERTAIN
REQUIREMENTS TO THE TILLAMOOK CHAMBER OF
COMMERCE AND APPROVAL OF CERTAIN USES DURING
THE JUNE DAIRY PARADE AND JUNE CHILDREN'S PARADE**

The Tillamook City Council Resolves as follows:

Section 1, Street Closures

Children's June Dairy Parade to precede the June Dairy Parade - route (see attached) and the time from approximately 10:00 a.m. to 2:00 p.m. on Saturday, June 25, 2011.

Section 2, Free Parking Day

The date of June 25, 2011 shall be "free parking day" with enforcement of time limits waived of on street parking within the parking district.

Section 3, Registration Requirements

The City Council hereby waives the Business Registration requirements of Ordinance No.1175 for activities directly associated with the June Dairy Parade. Any other activity falling under provisions of this Ordinance shall comply.

Section 4, Effective date of this Resolution

This Resolution to take effect immediately upon approval by the Tillamook City Council.

APPROVED by the Tillamook City Council this _____ day of May, 2011.

Mayor

ATTEST:

City Recorder

Resolution Recognizing 200th Anniversary of the Settlement of Astoria

WHEREAS, the City of Astoria is celebrating the bicentennial of the settlement of Astoria by the John Jacob Astor fur trading party as the first permanent U.S. settlement on the west coast; and

WHEREAS, without this settlement of Astoria in 1811, the states of Washington, Oregon, Idaho and portions of Montana and Wyoming might not be part of the United States; and

WHEREAS, the City of Astoria has long been an important commercial center at the mouth of the Columbia River; and

WHEREAS, the City of Tillamook wishes to congratulate the City of Astoria on the occasion of the bicentennial of the first permanent U.S. settlement on the west coast.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Tillamook, Oregon that it congratulates the City of Astoria on its bicentennial celebration.

APPROVED by the Tillamook City Council this 16th day of May, 2011.

Suzanne Weber, Mayor

ATTEST:

City Recorder



STAFF REPORT CITY OF TILLAMOOK

TO: Honorable Mayor and Members of City Council

FROM: Chief Terry Wright, Police Department

DATE: May 16th, 2011

SUBJECT: An Ordinance Amending Section 13 of Ordinance No. 1253
Proscribing General Nuisances and Penalties

ISSUE BEFORE THE COUNCIL:

The Tillamook City Council approved Ordinance No. 1253 on December 6, 2010 which is an Ordinance proscribing general offenses, defining nuisances, providing for their abatement, providing penalties and repealing Ordinance 1206. Section 13 of Ordinance 1253 did not include a provision for noxious vegetation which must be addressed. This amendment to Ordinance No. 1253 will resolve this omission.

RECOMMENDATION:

The City Police Department recommends the City Council to approve the amendment to Ordinance No. 1253 as presented to comply with noxious vegetation restrictions.

EXECUTIVE SUMMARY: None

OUTCOMES OF DECISION:

If the Council does not accept the amendment to Ordinance No. 1253 the restrictions on noxious vegetation within the City of Tillamook will not be addressed.

ALTERNATIVES TO RECOMMENDATION: None

FINANCIAL IMPLICATIONS: None

Attachments: A. An Ordinance Amending Section 13 of Ordinance No. 1253 Proscribing General Nuisances and Penalties

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 13 OF ORDINANCE NO. 1253
PROSCRIBING GENERAL NUISANCES AND PENALTIES**

The people of the City of Tillamook, Oregon, do ordain as follows:

Section 13 of City of Tillamook Ordinance #1253 is amended to revise the title of Section 13 and to add item number three (3) as follows:

Section 13. Noxious Vegetation, Trees, Hedges, Bushes and Shrubs.

(3) No owner or person in charge of property shall allow noxious vegetation to exist on property within the City of Tillamook.

PASSED 1st reading by the Tillamook City Council this _____ day of _____, 2011.

PASSED 2nd reading by the Tillamook City Council this _____ day of _____, 2011.

APPROVED by the Tillamook City Council this _____ day of _____, 2011.

Mayor

ATTEST:

City Recorder

ORDINANCE NO. _____

**AN ORDINANCE REPEALING ORDINANCES NO. 569, 720, 983, 1220, 1229, & 1240,
AND REPLACING THEM WITH NEW COUNCIL RULES AS PROVIDED BY THE
CITY OF TILLAMOOK CHARTER CHAPTER 4, SECTION 15**

WHEREAS, Chapter 4, Section 15 of the City of Tillamook Charter states that “the council shall, by ordinance, prescribe rules to govern its meetings and proceedings”; and

WHEREAS, the existing Council Rules were adopted in 1941 through Ordinance #569 and, while amended multiple times since, those antiquated Rules still serve as the formal basis for council procedures; and

WHEREAS, current decisionmaking procedures differ dramatically from the processes observed seventy years ago; and

WHEREAS, the current Charter sometimes conflicts with Ordinance #569; and

WHEREAS, the multiple amendments sometimes conflict with each other and the base Ordinance #569; and

WHEREAS, the City Council has launched a large number of initiatives that will need a clear set of process protocols in place in order to bring those initiatives to successful and timely completion; and

WHEREAS, the Tillamook City Council has reviewed and reworked the attached Rules to ensure an equitable and orderly platform for the discussion of and deliberation on diverse opinions.

NOW THEREFORE, the City Council of the City of Tillamook hereby ordains that Ordinances #569, 720, 983, 1220, 1229, & 1240 are repealed and replaced by the new Council Rules contained in the attached Exhibit A, which are hereby incorporated by reference and adopted herein.

PASSED 1st reading by the City Council this _____ day of _____, 2011.

PASSED 2ND reading by the City Council this _____ day of _____, 2011.

ADOPTED by the Tillamook City Council this _____ day of _____, 2011.

Mayor

ATTEST:

City Recorder

CHAPTER 2.36: CITY COUNCIL

Section

- 010 Regular meeting times
- 020 Special meetings
- 030 Emergency meetings
- 040 Executive sessions
- 050 Conference calls
- 060 Study sessions
- 070 Meeting conduct
- 080 Quorum
- 090 Agenda
- 100 Suggested order of business
- 110 Voting
- 120 Reconsideration of actions taken
- 130 Public hearings
- 140 Sergeant-at-arms
- 150 Designation of hearings officer
- 160 Speaking by Council members generally
- 170 Public members addressing the Council
- 180 Order and decorum
- 190 Picture taking, filming or video taping
- 200 Flags, signs and posters
- 210 News media
- 220 Council committees
- 230 Chain of command
- 240 Annual position review
- 250 Use of legal and professional services
- 260 Representing the city
- 270 Rules in general

§ 010 REGULAR MEETING TIMES.

The City Council shall meet on the first and third Monday of each month at the Tillamook City Hall. In the event of a holiday, the meeting shall take place the day following or on a day agreed upon by the Council at the meeting prior to the holiday.

§ 020 SPECIAL MEETINGS.

The Mayor, or in his or her absence, the President of the Council, may, or at the request of three members of the Council shall, by giving notice thereof to all members of the Council then in the city, call a special meeting of the Council by giving 24 hours' advance notice to members of the Council, the media and other interested persons, and the public. No other business shall be transacted other than that for which the meeting was called. All proceedings of the meeting must be reviewed at the next regular council meeting.

§ 030 EMERGENCY MEETINGS.

An emergency meeting is a special meeting called on less than 24 hours notice. There must be an actual emergency and the minutes must describe the emergency justifying less than 24 hours notice. The governing body must attempt to notify the media and other interested persons, generally by telephone. No other business shall be transacted other than that for which the meeting was called. All proceedings of the meeting must be reviewed at the next regular council meeting.

§ 040 EXECUTIVE SESSIONS.

Executive sessions may be held during any meeting of the Council providing all applicable statutory limitations are met. Any member of the Council may call for an executive session at a regular, special or emergency meeting for which notice has already been given in accordance with public meetings law requirements.

§ 050 CONFERENCE CALLS.

Notice and opportunity for the media and public to be present must be provided when meetings are conducted by conference calls. For non-executive sessions, meetings held by telephone or other electronic means of communication, the public must be provided at least one place where its members may listen to the meeting by speakers or other devices. The media must be provided access to such facilities even for executive sessions, except where those sessions are exempt from the media.

§ 060 STUDY SESSIONS.

A meeting held solely for the purpose of receiving information, except an on-site inspection, is subject to the public meetings law and must be advertised the same as regular meetings.

§ 070 MEETING CONDUCT.

A) *Robert's Rules of Order Revised* (the most current version) shall be used as a guide in the conduct of Council meetings. These rules of order may be relaxed at the discretion of the presiding officer to simplify and clarify matters before the Council.

B) Each session is limited to three hours in length unless there is a unanimous vote of the Council to continue beyond that duration.

§ 080 QUORUM.

The Mayor, or in his or her absence the President of the Council, shall call the meeting to order at the hour designated for the meeting. If a quorum is not present, the Recorder or designee

shall immediately notify the absent member(s), except those known to be unavoidably detained or absent, that their presence is required. If there are three Council members present, they may order an officer of the town to direct any available absent member to attend the meeting. If a quorum cannot be obtained, the members present shall adjourn until another specified time or until the next regular meeting.

§ 090 AGENDA.

(A) The Mayor and the City Manager shall prepare together the agenda for each meeting. In the absence of the Mayor or City Manager, or their official designees, the other may set the agenda individually.

(B) Any person desiring inclusion of agenda items (including Councilors, Committees, the City Attorney, City Recorder and any other city staff) shall direct these to the Mayor and City Manager. This agenda shall be closed for further items at 5:00 p.m. on the Tuesday preceding the meeting except in the case of special meetings. All background materials shall be submitted by the following day, unless otherwise authorized by the Mayor or Manager.

(C) No vote shall be allowed on items not on the published agenda with the exception of an emergency. Any member of the Council may introduce an item not on the agenda if it constitutes an emergency. Emergency placement of an item onto the agenda requires a unanimous vote of the Council members present.

(D) A majority of the Council may approve the placement of a non-emergency item on the agenda; however, in order to provide adequate public notice, all non-emergency items shall be placed on the next regular agenda.

§ 100 SUGGESTED ORDER OF BUSINESS.

The suggested order of business is as follows:

- (A) Call to order;
- (B) Approval of minutes of the previous meeting;
- (C) Proclamations and presentations;
- (D) Noticed Public hearings;
- (E) Old business;
- (F) New business;
- (G) Legislative;
- (H) Audience comments;

- (I) Committee, Council, & Staff reports;
- (J) Bills against the city;
- (K) Adjournment.

§ 110 VOTING.

(A) A vote on every motion or question relating to the expenditure of funds shall be by roll call vote conducted by the City Recorder or designee.

(B) Written ballots are not prohibited but each ballot must identify the member voting and the vote must be announced by the City Recorder or designee. Secret ballots are prohibited. In the event of a unanimous vote, it may be entered into the record as “unanimously approved/disapproved.”

(C) A Council member may not indicate his or her vote during the course of discussion.

(D) A Council member may change his or her vote before the next item of business is taken.

(E) A member may not vote on any issue or matter in which he or she may have a potential conflict of interest, as defined by O.R.S. 244.020(8).

(F) A member may request to be excused from voting for special reason when approved by a majority of the Council. A member who abstains from voting must state the reason for their abstention.

§ 120 RECONSIDERATION OF ACTIONS TAKEN.

Any member who voted with the majority may move for a reconsideration of the action during the meeting at which the vote was taken. If the action is reconsidered, no further reconsideration may take place without the majority consent of Council.

§ 130 PUBLIC HEARINGS.

When a public hearing or a bid opening is scheduled, any agenda items in progress shall be recessed to comply with the advertised time. In the case of a public hearing, the presiding officer (hearing officer), upon completion of required announced information, shall call upon the members of the audience to come forth to be heard. If appropriate, the presiding officer may first ask those persons in favor of the stated matter to come forward with those speaking in opposition to come after. The presiding officer may limit the time and number of speakers at the public hearing. In such an event, the presiding officer shall announce these restrictions prior to commencement of the hearing.

§ 140 SERGEANT-AT-ARMS.

The sergeant-at-arms shall be the Chief of Police, if present, or an appropriate designate.

§ 150 DESIGNATION OF HEARINGS OFFICER.

A hearings officer may be appointed by the presiding officer to conduct special public hearings, when appropriate.

§ 160 SPEAKING BY COUNCIL MEMBERS GENERALLY.

Every Council member desiring to speak shall address the chair. Upon recognition, he or she shall confine remarks to the issue under debate.

§ 170 PUBLIC MEMBERS ADDRESSING THE COUNCIL.

(A) Any person who may wish to address the Council may be asked to stand and wait to be recognized by the presiding officer. After recognition, the person's name and address shall be stated for the record and the remarks shall be limited to the question under discussion. (All remarks and questions shall be addressed to the presiding officer and not to an individual councilor, staff person or other individual.) No person may enter into any discussion without first being recognized by the chair.

(B) Persons addressing the Council shall be limited to five minutes or less, unless a longer or shorter time has been granted by the presiding officer and announced before the proceeding takes place. No public member may speak twice on any one subject until every other public member wishing to speak has been heard. The second address shall be limited to three minutes unless permission is otherwise granted by the presiding officer.

§ 180 ORDER AND DECORUM.

(A) **Code of Conduct:** The council commits itself and its members to ethical, businesslike and lawful conduct, including proper use of authority and appropriate decorum when acting as council members. Accordingly:

1. Council members will represent the interests of the citizens of the entire city. This accountability to the whole city supersedes:
 - a. Any conflicting loyalty a member may have to other advocacy or interest groups.
 - b. Loyalty based upon membership on other councils or staffs.
 - c. Conflicts based upon the personal interest of any council member.
 - d. Conflicts based upon being a relative of an employee of the city.
 - e. Any other conflicts of interest as outlined by the Oregon Standards and Practices Commission.

2. Council members will not attempt to exercise individual authority over the organization.
3. Council members may not attempt to exercise individual authority over the organization. As such:
 - a. Council member interaction with the City Manager, City Recorder or with staff must recognize the lack of authority vested in individuals except when explicitly authorized by the council, and
 - b. Council member interaction with the public, press or other entities must recognize the same limitation and the inability of any council member to speak for the council except to repeat explicitly stated council decisions.
4. Council members shall maintain confidentiality appropriate to sensitive issues and information that otherwise may tend to compromise the integrity or legal standing of the council and/or city, especially those matters discussed in closed session.

(B) The job of the council is to represent the citizens and taxpayers and to lead the city by determining and requiring appropriate and excellent organizational performance. To distinguish the council's own unique job from the jobs of the City Manager and staff, the council will concentrate its efforts on the following:

1. Determining and using proactive strategies to ensure constructive two-way dialogue for input from staff and citizens as a means to link the entire city around goal achievement; and
2. Developing written policies which, at the broadest levels, address:
 - a. Council Process Policies: how the council will conceive, carry out and monitor its own work;
 - b. Council/Executive Relationship Policies: how authority is delegated and its proper use monitored; the City Manager role, the City Recorder role and their authority and accountability (See Appendix A, which may be amended by Resolution);
 - c. Executive Accountability Policies: constraints on executive authority which establish the practical, ethical and legal boundaries within which all staff activity and decision-making will take place and be monitored (See Appendix B, which may be amended by Resolution); and
 - d. Strategic Direction Policies: what the council intends for the city to achieve (See Appendix C, which may be amended by Resolution).
3. Ensuring City Manager performance by monitoring of the Annual Performance Plan.
4. Ensuring City Recorder performance by monitoring of the City Recorder's Annual Performance Plan Objectives.
5. Ensuring that the Annual Performance Plan is the focus of organizational performance.

Unless expressly stated otherwise, nothing in this or any other City Council Rule or Policy shall change any collective bargaining agreement, employment contract or "at will" employment of any city employee.

(C) (1) actions, which cause the Council or general public to be unable to comfortably hear or see or breathe, or to experience unwelcomed physical contact, or pose any threat to the health, welfare, or safety of attendees, shall be sufficient cause for the sergeant-at-arms, at the direction of the chair, to remove a person from the Council chambers or meeting hall for the duration of the meeting. Such actions may include, but are not limited to

- (a) The use of unreasonably loud or disruptive language;
- (b) Making loud or disruptive noises, flashes, or light;
- (c) Engaging in violent or distracting actions;
- (d) The willful injury to City property of any kind.
- (e) Refusal to obey any rules of conduct provided within this chapter, including limitation on occupancy or seating capacity;
- (f) Refusal to obey an order of the presiding officer; or
- (g) Refusal to obey an order by a Council member, which has been approved by a majority of the Council members present.

(2) In subsection (A)(1) of this section, ***UNREASONABLY LOUD OR DISRUPTIVE*** means any noise, light, odor, or conduct that intentionally or negligently disrupts or obstructs the ability of one or more Councilors to receive any communication from another during work or conduct of the business of the Council.

(D) Before the sergeant-at-arms is directed to remove a person(s) from the Council chambers or meeting place for conduct described in division (B) of this section, that person shall be given warning by the presiding officer to cease his or her disruptive conduct, unless such conduct poses an immediate threat to the health, welfare, or safety of any person or city property.

(E) If a meeting is disrupted by members of the audience, a majority of the Council members present may order that the Council chamber or meeting hall be cleared. *[Note: Oregon public meeting law will still apply. This will not allow the Council to deliberate toward a decision or to hold a closed or executive session except as provided in that law. A recess of the meeting should be considered to allow matters to calm down.]

(F) Signs or other devices which obstruct the ability of the Council and the general public to see each other are not allowed. Nor shall signs or devices be adhered to the Chamber walls, with the exception of those needed as part of agenda presentations.

§ 190 PICTURE TAKING OR FILMING.

The taking of photographs or filming in the Council chambers or meeting hall shall be allowed except when it is done in violation of § 180.

§ 200 FLAGS, SIGNS AND POSTERS.

No flags, signs, posters or placards, unless authorized by the presiding officer, may be carried, displayed or placed within the Council chambers or meeting hall in which the Council is officially meeting. This restriction shall not apply to arm bands, emblems, badges or other articles worn on personal clothing of individuals, providing that such devices are of such size and nature as not to interfere with the vision of other persons attending the meeting, and provided that such devices do not extend from the wearer in such a manner as to present a possible cause of injury to another.

§ 210 NEWS MEDIA.

The provisions of these rules shall not be construed to prevent news media representatives from performing their duties as long as the manner of performance is not unreasonably disruptive to the conduct of the meeting.

§ 220 COUNCIL COMMITTEES.

(A) The Mayor, at his or her discretion, may also convene special ad hoc committees of limited duration with the consent of a majority of the Council. These committees shall be charged with making recommendations regarding to the Council.

(B) Members of all standing committees shall be appointed by the Mayor, with the consent of a majority of the council, at the second council meeting in January of each year or as soon thereafter as convenient. Members of standing committees must reside or own a business within the City Limits of Tillamook.

- (1) The Mayor shall also designate Council members to serve as chair, vice-chair, and liaison between the standing committees and the City Council. Each council member should expect to serve on not less than two standing committees.
- (2) Each member of a committee shall hold office for two years and until a successor is appointed.
- (3) If a vacancy occurs in a committee, the Mayor, at the next succeeding regular meeting of the council, with the consent of a majority of the council, shall appoint a member of the council to fill the vacancy. Any member so appointed shall hold office until January of the year following the appointment or as soon thereafter as convenient and until a successor is duly appointed.

- (4) The committees, which are limited to a maximum of seven members (excluding staff), shall annually select a Chair and Vice Chair to serve for one year. The Chair shall set the agenda in conference with staff.
 - (5) A majority of a quorum of a committee is sufficient to conduct committee business. Business shall be conducted in a manner similar to that proscribed in Sections 070 and 160 through 210 above.
 - (6) The City Staff will provide staff support and input and may make recommendations to committees but shall not have a vote on the committee.
 - (7) At the regular meeting of the council following a committee meeting, the committees shall make a report, written or oral, of their activities or as soon thereafter as convenient.
- (C) The common council may establish or abolish standing committees by Resolution in order to 1) report and make appropriate recommendations to the Council on all matters referred to it by the Mayor and 2) recommend adoption of ordinances and/or resolutions that it considers necessary for the welfare of the City. At the time of the ratification of these rules, the following standing committees shall be considered in place:

(1) Committee on Personnel.

The Committee on personnel shall:

- (a) Coordinate City Manager, City Recorder, and Municipal Judge annual evaluations.
- (b) Coordinate and make recommendations for changes to the employee handbook.
- (c) Periodically evaluate all Personal Service Contracts.

(2) Committee on Beautification/Parks/Open Space.

The Committee on city beautification, parks and open spaces shall:

- a. Consider all matters relating to parks, open space, seasonal street decoration, and uses of city beautification funds, city beautification needs and holiday celebrations that are referred to it by the Mayor.

(3) Committee on Finance.

The Committee on finance shall:

- a. Consider all matters relating to city budget, city fiscal affairs, loans, grants, assessment impacts and government grants that are referred to it by the Mayor.

(4) Committee on Public Safety.

The Committee on public safety shall:

(a) Consider all matters relating to public health and safety, City Police, intergovernmental relations with the Fire District, 911, County Sheriff, State Police and out-reach, schools, youth and elderly.

(5) Committee on Public Works.

The committee on public works shall:

- a. Consider all matters relating to streets, on-street parking, parking district, sewers, alleys, sidewalks, public ways, water facilities and public buildings that are referred to it by the Mayor.
- b. Recommend rates to be charged for city water and sewer services.
- c. Propose improvements to streets, on-street parking, parking district, sewer facilities, alleys, sidewalks, public ways, water facilities and public buildings.

(6) Committee on Associations.

The committee on associations shall:

- (a) Consider all matters relating to city visioning, downtown development, city partners, i.e. Columbia Pacific Economic Development District (COLPAC), North West Area Commission on Transportation (NWACT), Flood Mitigation Oversight Committee, Solid Waste Advisory Committee (SWAC), non-profits, service groups and intergovernmental relations.

(D) Notwithstanding the above subsections A through C, the following commissions and committees shall require Council consent for membership and shall be guided by the requirements of State Law and any supplemental bylaws that they may adopt:

(1) Planning Commission;

(2) Budget Committee.

(E) City Councilors appointed to any committee or commission, which may from time to time request and/or require municipal funds, shall work with the committee in the formation of its budget and be prepared to support and explain the budget items presented to the City Council.

(F) All committees shall keep action minutes or shall electronically record the proceedings of their meetings. The committee chair or his or her designate shall be responsible for turning the record into City Hall.

§ 230 CHAIN OF COMMAND.

(A) No elected or appointed official shall issue directives individually to department heads or city employees. Complaints about an employee's job performance are to be directed to the

City Manager. Complaints about the City Recorder or City Manager's job performance are to be directed to the Personnel Committee.

1. The City Manager and City Recorder are the council's only links to operational achievement and conduct all authority and accountability of employees, as far as the council is concerned, is considered the authority and accountability of the City Manager. Accordingly:
 - a. The council will not give instructions to persons who report directly or indirectly to the City Manager.
 - b. The council will not evaluate the performance of any employee other than the City Manager and the City Recorder.
 - c. The council will review City Manager and City Recorder performance annually and will consider City Manager performance as identical to city performance. This includes achievement of the Strategic Direction Policies, *and* financial performance as identified in the approved budget,

(B) No department head or employee, with the exception of the City Recorder and Municipal Judge, shall present requests to elected or appointed officials except in an emergency. All nonemergency requests are to be submitted first to the appropriate department head before submission to the City Manager. The City Manager shall determine which requests are forwarded to the City Council. This subsection shall not pertain to grievance or 'whistleblowing' concerns, which shall be subject to the processes described in the Personnel Manual and any relevant Union contract.

§ 240 ANNUAL POSITION REVIEW.

While the council is encouraged to communicate with staff, the council's connection to the city's daily operations, its achievements, and conduct will be through the City Manager [except for those areas of responsibility that are the City Recorder's where it will be through the City Recorder].

- A. Systematic and rigorous monitoring of City Manager and City Recorder job performance will be against the expected progress and eventual results of the Annual Performance Plan and in compliance with the boundaries specified in Executive Accountabilities Policies. The council will acquire monitoring data by one or more of three methods:
 1. By internal report, in which the City Manager or City Recorder discloses compliance information to the council.
 2. By external report, in which an external, disinterested third party selected by the council assesses compliance with city policy.
 3. By direct council member inspection, in which the member assesses compliance with the appropriate policy criteria.
- B. All policies that set boundaries for the City Manager and City Recorder will be monitored at a frequency and by a method recommended and approved by the council. The council can monitor any policy at any time by any method.

§ 250 USE OF LEGAL AND PROFESSIONAL SERVICES.

(A) All requests for legal opinion and information to and from the City Attorney or other Personal Service contractors shall be channeled through the Mayor or City Manager.

(B) All requests for legal or other professional opinion shall be submitted in writing. If three or more Councilors request certain professional services, the Mayor shall authorize such use.

(C) The City Attorney shall not deal directly with developer's legal agents, or individuals desiring to initiate actions requiring Council and/or Planning Commission approval, unless directed to do so by the City Council.

(D) Attorneys representing developers and/or others shall direct all matters regarding the city to the attention of the Tillamook City Council. The City Council of the city will determine the appropriate disposition of the referenced matter and whether the matter is capable of being resolved by City Council action or requiring legal services.

(E) All records of billing submitted to the city for professional services shall reflect the subject and topic of each and every topic area (for example, phone call re: (topic) and to whom. Conference/meeting re: (topic and purpose)).

§ 260 REPRESENTING THE CITY.

(A) City stationery and an official's title shall be used when stating previously expressed (verbal or written) city policy or when requesting information or assistance, except as so directed at a public meeting by a majority of Council members present.

(B) The Mayor, as a chief elected official, and thus spokesperson for the city, along with the City Manager, shall additionally be allowed to use city stationery to extend invitations to city related functions and to send letters of appreciation or condolence. The Mayor or City Council may delegate this authority to another.

(C) No elected or appointed official shall use city stationery to express personal viewpoints or for private correspondence.

§ 270 RULES IN GENERAL.

(A) In the event any rule established by Council is found to be contrary to the Municipal Charter, state or federal law, the appropriate Charter provisions or laws shall take precedence.

(B) If any rule within these rules is found to be in conflict with previous Council rules, said previous Council rules shall be amended to resolve the conflict.

(C) As needed or required by law or administrative order, the Council rules shall be revised,

deleted or new rules introduced by amendment or revision. Modification or changing of one or more rules shall have no effect upon the other rules of Council.

(D) The Appendices to these Rules may be modified by Resolution.

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APPENDIX A

Delegation of Authority to the City Manager and City Recorder Policy

The council will instruct the City Manager and City Recorder through written policies that prescribe the city goals to be achieved and describe organizational situations and actions to be avoided. The council will support any reasonable interpretation of those policies by the City Manager or City Recorder respective to their assigned responsibilities. Accordingly:

1. Council will develop policies instructing the City Manager or City Recorder to achieve defined goal results. These policies will be developed systematically from the broadest, most general level to more defined levels, and may be called Strategic Direction Policies.
2. Council will develop policies that limit the latitude the City Manager or City Recorder may exercise in choosing the organizational means. These policies will be developed systematically from the broadest, most general level to more defined levels, and they may be called Executive Accountability Policies.
3. As long as the City Manager or City Recorder uses any reasonable interpretation of the council's Strategic Direction Policies and Executive Accountability Policies, the City Manager or City Recorder is authorized to establish all further policies, make all decisions, establish all practices and develop all activities they deems appropriate to achieve the council's goals.
4. The council may change its Strategic Direction Policies and/or Executive Accountability Policies at any time, thereby shifting the boundary between council and City Manager/City Recorder domains. By doing so, the council changes the latitude of choice given to the City Manager or City Recorder. However, as long as any council-specified delegation of authority is in place, the council will respect and support any reasonable interpretation of its policies, even though City Manager or City Recorder choices may not be the choices the council or its members may have made.

APPENDIX B

Policy I: City Manager Executive Accountability Policy

The City Manager shall ensure that all City practices, activities, decisions, and organizational circumstances are lawful, prudent, and in conformance with commonly accepted business and professional ethics including but not limited to the following:

3. The City Manager shall ensure the City's assets are protected, adequately maintained, and risked only as necessary. Accordingly the City Manager shall:
 - a. Allow only authorized personnel access to material amounts of funds.
 - b. monitor facilities or equipment for improper wear and tear or insufficient routine maintenance.
 - c. Protect the city, council, or staff from unnecessary claims of liability.
 - d. assure that any non-inventory purchase (1) of over \$5,000 has obtained at least three comparative prices and qualities where brand consistency is not a consideration (i.e. Dell/Gateway/Apple Computers); (2) of over \$150,000 has utilized a stringent method of assuring the balance of long-term quality and cost through a formal bidding process.
 - e. Be limited in authority to only purchase in excess of \$5,000 without council approval with the exception of ***budgeted*** maintenance items such as meters.
 - f. protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons.
 - g. Receive, distribute and/or account for funds under controls that are sufficient to meet standard accounting practices and/or to protect the city.
 - h. Invest or hold operating capital in secure instruments, including insured checking accounts or in interest-bearing accounts except where necessary to facilitate ease in operational transactions or where it benefits the city.
 - i. Enhance the city's image or credibility, particularly in ways that would facilitate its accomplishment of its mission.
 - j. timely provide council, City Recorder, staff, contract vendors and the public with the information necessary to carry on the city's business.
4. With respect to the treatment of employees, the City Manager shall cause or allow conditions that are fair or dignified. Accordingly, the City Manager shall:
 - a. Operate by following written personnel policies that clarify personnel rules for employees, provide for effective handling of complaints and protect against wrongful or illegal conditions.
 - b. protect all employees from discrimination at any time for any reason.
 - c. Facilitate employees in taking a complaint to the council when internal complaint procedures have been exhausted.
 - d. acquaint staff with this policy.
5. Financial planning in any fiscal year mandates that actual expenditures remain within the budget parameters, except for approved budget adjustments. Accordingly, the City Manager shall provide a budget that:

- a. Contains sufficient information to enable credible projection of revenues and expenses, separation of capital and operational items, cash flows and disclosure of planning assumptions.
 - b. Acquires, encumbers or disposes of real property with the council's approval.
6. Regarding employment, compensation and benefits to employees, consultants, and contract workers, the City Manager shall protect the City's fiscal integrity and image. Accordingly the City Manager may not:
 - a. Change his/her own compensation and/or benefits.
 - b. Promise or imply benefits that are outside approved benefit policies.
 - c. Promise or imply permanent or guaranteed employment.
 - d. Establish compensation that deviates materially from the geographic or professional market for the skills employed and/or that is outside of the approved budget.
7. The City Manager shall keep the council informed and supported in its work. Accordingly, the City Manager shall :
 - a. submit monitoring data, status reports, financial information or other pertinent information required by the council in a timely, accurate, and understandable manner.
 - b. Let the council be aware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city.
 - c. report in a timely manner an actual or anticipated non-compliance with any council-approved policy.
8. Regarding city insurance, employee benefit providers and employee wages, the City Manager shall:
 - a. review annually, all benefits providers for cost, and comparative services.
 - b. do bi-annual wage research and analysis.

Staff Treatment: With respect to treatment of paid and volunteer staff, the City Manager shall cause or allow conditions, procedures, actions or decisions which are lawful, ethical, safe, respectful, dignified, moral, reputable and in accordance with council policy. Accordingly, the City Manager shall:

1. develop procedures for reasonable background inquiries and checks prior to hiring any paid personnel or utilizing the services of any volunteers;
2. Operate within the parameters of written personnel and administrative policies which:
 - a. Clarify personnel rules and procedures for staff.
 - b. Provide for effective handling of grievances.
 - c. Include adequate job descriptions for all staff positions.
 - d. Include salary and compensation plans that comply with state law.
 - e. Include an effective personnel performance evaluation system.
 - f. Establish procedures for reductions in force.
 - g. Protect against sexual harassment.
 - h. Protect against racial, religious, gender, age, disability and ethnic bias or discrimination.
 - i. Provide for a drug and alcohol free workplace.
3. facilitate employees in grieving to the council when internal grievance procedures have been exhausted and the employee alleges that council policy has been violated;

4. protect confidential information;
5. provide for open communication and the sharing of ideas; and
6. provide staff with an opportunity to become familiar with the provisions of this policy.

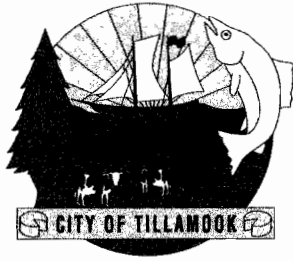
Policy II: City Recorder Executive Accountability Policy

The City Recorder shall help to ensure that all City practices, activities, decisions, or organizational circumstances are lawful, prudent, and in conformance with commonly accepted business and professional ethics including but not limited to the following:

1. The City Recorder shall assure that the City's assets are protected, adequately maintained, and risked only as necessary. Accordingly the City Recorder shall:
 - a. insure against theft and casualty losses to at least 100% percent of replacement value and against liability losses to the city, employees, and the organization itself in an amount greater than the average for comparable organizations.
 - b. Allow only authorized personnel access to material amounts of funds.
 - c. protect the city, council, or staff from unnecessary claims of liability.
 - d. assure that any non-inventory purchase of over \$5,000 has obtained at least three comparative prices and qualities where brand consistency is not a consideration (i.e. Dell/Gateway/Apple Computers).
 - e. be limited in authority to only purchases under \$5,000 without council approval with the exception of ***budgeted*** maintenance items such as meters.
 - f. protect intellectual property, information, and files from loss or significant damage, or access by unauthorized persons.
 - g. Receive, distribute and/or account for funds under controls that are sufficient to meet standard accounting practices and/or to protect the city.
 - h. Invest or hold operating capital in secure instruments, including insured checking accounts or in interest-bearing accounts except where necessary to facilitate ease in operational transactions or where it benefits the city.
 - i. Protect the city's image or credibility, particularly in ways that would enhance its accomplishment of its mission.
 - j. timely provide council, City Manager, staff, contract vendors and the public with the information necessary to carry on the city's business.
2. With respect to the treatment of employees, the City Recorder shall ensure conditions that are fair or dignified. Accordingly, the City Recorder shall :
 - a. Operate within the written personnel policies that clarify personnel rules for employees, provide for effective handling of complaints and protect against wrongful or illegal conditions.
 - b. Protect against discrimination toward any employee at any time for any reason.
 - c. facilitate employees in taking a complaint to the council when internal complaint procedures have been exhausted.
 - d. acquaint staff with this policy.

3. Financial planning in any fiscal year mandates that actual expenditures remain within the budget parameters, except for approved budget adjustments. Accordingly, the City Recorder shall assist in budgeting that:
 - a. settles payroll and debts in a timely manner.
 - b. assures that tax payments or other government ordered payments or filings will not become overdue or inaccurately filed.
 - c. aggressively pursues receivables after a reasonable grace period.
4. Regarding employment, compensation and benefits to employees, consultants, and contract workers, the City Recorder shall protect the City's fiscal integrity or image. Accordingly the City Recorder may not:
 - e. Change her/his own compensation and/or benefits.
 - f. Promise or imply benefits that are outside approved benefit policies.
5. The City Recorder shall keep the council informed or supported in its work. Accordingly, the City Recorder shall:
 - a. submit monitoring data, status reports, financial information or other pertinent information required by the council in a timely, accurate, and understandable manner.
 - b. Make the council aware of relevant trends or significant changes of any kind that could [or have] negatively impact[ed] the city.
 - c. report in a timely manner any actual or anticipated non-compliance with any council-approved policy.
6. Regarding city insurance, employee benefit providers and employee wages, the City Recorder shall:
 - a. get bi-annual bids from insurance broker.

APPENDIX C



STAFF REPORT CITY OF TILLAMOOK

TO: Honorable Mayor and Members of City Council

FROM: Paul Wyntergreen, City Manager

DATE: May 12, 2011

SUBJECT: **MONTHLY REPORT**

- The biggest event since my last report has been the preparation, release, and passage out of Committee of next year's budget. There are a great deal of changes with the new format and the change to cash basis, but the end result will be easier for the Council, staff, and general public to follow and use. The resulting approval also starts the City down the road toward the stabilization of all funds and eventually the establishment of a solid Reserves for Replacement program that will ensure on-going upkeep and upgrading of the City's infrastructure.
- There will be some follow-up actions for the Council to take based upon the budget as approved, such as the passage of resolutions to eliminate certain necessary funds, declare categorizations of ending fund balances in accordance with GASB 54, and other fiscal policies. Other financial initiatives including an update of Personnel manual, Analysis of Telephone expenses, and review of the City's Investment Policies are also underway at the staff level. Once the budget and financial upgrade process is complete, five-year projections for City and Urban Renewal can be prepared for long-range planning purposes that will guide the future of the Police Department, City Parks, downtown revitalization, and other City services.
- The RFQs for IT and Janitorial Services have gone out with response deadlines scheduled for May 25th and June 8th respectively. The RFQ for Engineer of record is being drafted for mail-out in the next two weeks. As with the prior requests, an Ad Hoc review group will provide you with a recommendation to use as a basis for your discussion and decision.
- Based upon Council's decision to rehire John Putman as City Attorney, I have revised the Attorney's contract into on-demand format using the chain-of-authority as reflected in the draft Council Rules.
- The Public Works Director and I are submitting a grant for a Storm Drain Master plan update. This proposal will incorporate the cross-connection concerns of the DEQ as a priority element. We have had several meetings with the DEQ about high-bacteria levels in the Hoquarton and the pressing need for the City to address cross-connectivity. The proposed update will detail and

MONTHLY STAFF REPORT:

May 12, 2011

Page 2 of 2

rank the most effective remedies to reduce and eventually eliminate that problem, as well as provide the basis for the establishment of Storm Drain System Development Charges.

- The DEQ has conducted their environmental analysis of the potential Schmidt property donation and anticipate that a report and presentation before the Council will be delivered in early June.
- The Holden Creek working group will be meeting at 10:30 on the 16th to discuss its next steps after the aborted grant application to the EPA. All of the energy and expertise that went into the application now needs to be transferred into projects that we can do on our own locally. We are hoping for a response from ODFW in the next week as to whether or not we can proceed with culvert cleaning on Miller Avenue prior to July 1.
- We also have the potential with the Spring Clean-up event this year to place some focus on a Holden Creek clean-up. The Beautification Committee did make a recommendation to hold Spring Clean-up on Saturday June 11th so as to pre-date the start-up of the Farmer's Market and the Dairy Parade. This recommendation was predicated upon the clean-up focus being on the downtown; however, last year's efforts in the downtown only resulted in a third of a thirty-yard box being filled with vegetative material, so perhaps if we changed the direction a bit this year and place the box down on 12th by the child care center instead of next to the City Offices, we could get the Holden Creek working group geared up to get the word out. City Sanitary has stated that they will accept both vegetative material and garbage this year (there will be a charge for tires and appliances cannot be accepted); therefore, I believe that, with the help of the local Ministry, we could make great strides on cleaning the creek. If you wish to change to that focus this year, I would recommend that we bump the clean-up a week to the 18th to allow for more outreach.
- The grant request to State Parks for the Goodspeed Playground has been scheduled for presentation before the State Advisory Committee on June 8th.
- I reviewed the results of the Police testing and, in coordination with the Chief and Councilor Forster, established a prioritized list of applicants to hire as a new officer. The background check on the top applicant is now underway.
- Associations Committee is working on its mission, which will likely involve partnerships with a large number of organizations for the purpose of shaping and coordinating economic development plans. The new Chamber Director and I have met and discussed how to launch such new and improved partnerships.
- Tillamook hosted the Region I Small Cities meeting on May 6th with approximately 20 in attendance. Showed off the 2nd Street market.
- The Urban Renewal Streetscape committee has proposed the development of a pilot project on 2nd Street (Phase I – Ivy to Pacific; Phase II – Stillwell to Laurel).
- The Strategic Plan update has been adopted and the relevant portions have been disseminated to the Department Heads. The Council Rules have been polished further and are ready for ultimate adoption.
- CDBG has approved of Councilor Sandusky proceeding with a Fair Housing class at the elementary school and the close-out hearing for the Women's Resource Center grant has been set for June 6th.
- Implemented new Council packet format of distributing both electronic versions and hard copies via Police Department.
- I have spoken at Rotary as well on KTL Radio and TCTV.

Bernadette M. Sorensen, CMC
City Recorder/Treasurer
City of Tillamook
E-mail: bsorensen@tillamookor.gov

210 Laurel Avenue
Tillamook, OR 97141
(503) 842-3450
Fax: (503) 842-3445

Date: May 10, 2011
To: City Council
From: Bernadette Sorensen, CMC, City Recorder
Re: April 2011 Report



Attached are copies of Revenue and Expenditure reports for April 2011.

This is what our accounts looked like at the end of April 2011. We had \$ 2,244,961 in our LGIP Account #4455 with an interest rate of 0.500% for both pool accounts. LGIP Account #3737 WWTP Construction Retainage had a balance of \$ 1,493. Bank of Astoria General Account had a balance of \$ 653,961 with an interest rate matching LGIP. Water Department SDC account had \$ 195,452; Bicycle/Pedways had a balance of \$ 8,975, Sewer SDC had a balance of \$ 85,376. The Sewer Debt Reserve account had \$274,711.

For the month of April 2011 the Visa terminal at the Water Department (432) had 45 transactions and took in \$ 5,661. Processing fee and equipment rental cost \$ 150. For the Municipal Court window (433) they had 29 transactions and took in \$ 3,091 at a cost of \$ 103.

We have not received payment from Credits, Inc., our court fines collection agency for the month of April. I'll include this figure in my next report.

I attended a Human Resources Conference in Portland on April 27-29, 2011. Discussed were Best Practices for hiring processes, diversity in the workforce.

I coordinated and attended both sessions of the Ethics Training hosted by our City. I hope all of you felt the training was worthwhile. Staff was impressed with the afternoon session. I have a copy of the overview of the training in my office if you ever need to refer to it. I also downloaded the **Guide for Public Officials**. It is a 53 page document. It is also available for you to look at, check out or ask me and I will print you a personal copy.

Last month I attended a Finance Committee meeting on Wednesday, April 13th, Personnel Committee meeting and Budget Committee meeting on Tuesday, April 26, 2011. Today was a Beautification Committee meeting and minutes from that meeting are included with your packet.

I will be gone Friday, May 20th, Monday, May 23rd and Friday, May 27th. I'm trying to get in a few extended weekends to visit my sister who is recovering from surgery.

If you need anything, my door is always open.

General Ledger Revenue Analysis

User: administrator

Printed: 05/11/2011 - 11:40 A

Period 10, 2011



Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
010	GENERAL					
010-00-35000	SUPPLEMENTAL BUDGET REVEN	0.00	0.00	0.00	0.00	0.00
010-00-41010	COURT ASSMTS/STATE	0.00	0.00	0.00	0.00	0.00
010-00-41015	ALARM FEES	0.00	0.00	0.00	0.00	0.00
010-00-41020	ANIMAL / LICENSES	2,300.00	408.75	2,315.50	(15.50)	100.67
010-00-41030	MARIJUANA DIV/STATE	0.00	0.00	0.00	0.00	0.00
010-00-41035	SECURITY COURT FEE	2,500.00	182.00	2,170.00	330.00	86.80
010-00-41040	BUILDING PERMIT SURCHRG/STA	0.00	0.00	0.00	0.00	0.00
010-00-41050	BUILDING PERMITS	0.00	0.00	0.00	0.00	0.00
010-00-41060	BLD PERMIT/COUNTY 75% COLL.	0.00	0.00	0.00	0.00	0.00
010-00-41070	OHSU/AUTHORITATIVE PARENTI	0.00	0.00	0.00	0.00	0.00
010-00-41075	CIGARETTE TAX	6,300.00	0.00	4,371.66	1,928.34	69.39
010-00-41080	MED.LIABILITY/STATE	0.00	(10.00)	(1.00)	1.00	0.00
010-00-41085	COMPRESSOR FEES	0.00	0.00	0.00	0.00	0.00
010-00-41090	MED.LIABILITY/COUNTY	0.00	71.00	(2.00)	2.00	0.00
010-00-41100	MED.LIABILITY/ADMIN FEE	800.00	46.00	513.00	287.00	64.12
010-00-41105	COURT FINES/FORFEITURES	125,000.00	9,417.21	101,440.86	23,559.14	81.15
010-00-41110	UNITARY ASSESSMENT	0.00	(203.00)	175.00	(175.00)	0.00
010-00-41115	EQUIPMENT SALES/USED	1,000.00	0.00	341.80	658.20	34.18
010-00-41150	GRANTS	5,000.00	0.00	10,490.00	(5,490.00)	209.80
010-00-41160	HOQUARTON TRAIL PROJECT	0.00	0.00	0.00	0.00	0.00
010-00-41170	INVESTMENT EARNINGS	500.00	0.85	135.63	364.37	27.13
010-00-41180	LAND SALES	300.00	0.00	0.00	300.00	0.00
010-00-41190	LICENSES	1,200.00	60.00	1,152.00	48.00	96.00
010-00-41200	LIQUOR TAX	66,000.00	4,140.74	46,674.97	19,325.03	70.72
010-00-41210	VEHICLE IMPOUND	2,000.00	0.00	1,080.00	920.00	54.00
010-00-41220	MISC. FEES	7,000.00	1,509.61	3,962.88	3,037.12	56.61
010-00-41230	MISC. PERMITS	1,000.00	25.00	560.00	440.00	56.00
010-00-41240	PARKING FINES	7,500.00	515.00	5,242.50	2,257.50	69.90
010-00-41250	PARKING DISTRICT	0.00	0.00	0.00	0.00	0.00
010-00-41260	PLANNING FEES	15,000.00	250.00	12,106.35	2,893.65	80.71
010-00-41270	PARKING METERS/RENTAL SPAC	15,000.00	2,210.00	12,427.98	2,572.02	82.85
010-00-41280	POLICE RESERVE FEES	0.00	0.00	0.00	0.00	0.00
010-00-41281	Business Registration Fees	36,000.00	218.75	11,485.25	24,514.75	31.90

Account Number	Description	Budgeted Revenue	Period Revenue	YTD Revenue	Uncollected Balance	Percent Received
010-00-41282	BUSINESS REGISTRATION SURCH	10,000.00	68.75	3,568.75	6,431.25	35.69
010-00-41285	Admin Fee Muni Court	7,000.00	450.00	5,278.00	1,722.00	75.40
010-00-41290	INSURANCE/PROPERTY DAMAGE	1,000.00	0.00	313.43	686.57	31.34
010-00-41300	PROPERTY TAX / CURRENT	500,000.00	3,424.09	485,758.76	14,241.24	97.15
010-00-41310	PROPERTY TAX / PRIOR	15,000.00	1,768.89	15,321.70	(321.70)	102.14
010-00-41360	RURAL FIRE DISTRICT	0.00	0.00	0.00	0.00	0.00
010-00-41370	FIRE RESCUE FEES	0.00	0.00	0.00	0.00	0.00
010-00-41390	SPECIAL REVENUES	1,000.00	0.00	0.00	1,000.00	0.00
010-00-41410	Lien Search Revenue	600.00	75.00	1,675.00	(1,075.00)	279.17
010-00-41430	TRANSFERS	0.00	0.00	0.00	0.00	0.00
010-00-41440	USER FEES	0.00	0.00	0.00	0.00	0.00
010-00-41460	OCD GRANT REVENUE	0.00	0.00	0.00	0.00	0.00
010-00-41470	FRANCHISE/CITY SANITARY	0.00	0.00	0.00	0.00	0.00
010-00-41480	FRANCHISE/CABLE T.V.	29,000.00	7,286.08	29,271.67	(271.67)	100.94
010-00-41490	FRANCHISE/TILLAMOOK PUD	300,000.00	26,934.43	234,116.22	65,883.78	78.04
010-00-41500	FRANCHISE/UNITED TELEPHONE	42,000.00	9,705.29	39,559.76	2,440.24	94.19
010-00-41505	Franchise/Water-Sewer Util	60,000.00	5,079.21	54,758.20	5,241.80	91.26
010-00-41510	GRANT/MARINE BRD/CARNAHAN	0.00	0.00	0.00	0.00	0.00
010-00-41560	GRANT/TRAFFIC SAFETY	0.00	0.00	0.00	0.00	0.00
010-00-41570	FEMA/DAYCARE/HEADSTART DA	0.00	0.00	0.00	0.00	0.00
010-00-41575	COPS GRANT	0.00	0.00	0.00	0.00	0.00
010-00-41590	FROM SEWER DEPT. 2200	0.00	0.00	0.00	0.00	0.00
010-00-41610	CAMI	15,000.00	1,250.00	12,500.00	2,500.00	83.33
010-00-41615	TNT Officer O/T Reimbsmt	0.00	0.00	0.00	0.00	0.00
010-00-41620	SCHOOL DIST #9	0.00	0.00	0.00	0.00	0.00
010-00-41625	PROPERTY INCOME	20,000.00	835.00	23,885.00	(3,885.00)	119.42
010-00-41630	Police/Special Projects	1,000.00	0.00	0.00	1,000.00	0.00
010-00-41640	COUNTY ANIMAL CONTROL	16,000.00	1,333.34	13,333.40	2,666.60	83.33
010-00-41650	URBAN RENEWAL ADMIN REIMB	15,000.00	1,432.25	12,446.95	2,553.05	82.98
010-00-41960	STATE REV SHARING	38,300.00	0.00	30,362.84	7,937.16	79.28
010-00-41970	FROM TRANS ROOM TAX	130,700.00	1.00	1.00	130,699.00	0.00
010-00-41980	FROM CARNAHAN PARK	0.00	0.00	0.00	0.00	0.00
010-00-41990	TRANS FROM TRT UNRESTRICTE	14,280.00	14,280.00	14,280.00	0.00	100.00
010 Totals:		1,510,280.00	92,765.24	1,193,073.06	317,206.94	79.00
Report Totals:		1,510,280.00	92,765.24	1,193,073.06	317,206.94	79.00

Account	Description	Budgeted Amount	Beginning Balance	Debit This Period	Credit This Period	Ending Balance
010	GENERAL					
010-01	MAYOR AND COUNCIL	73,500.00	50,656.67	2,724.15	0.00	53,380.82
010-02	CITY MANAGER	81,480.00	48,849.07	6,046.63	0.00	54,895.70
010-03	CITY RECORDER	130,981.00	82,853.06	8,912.54	0.00	91,765.60
010-04	MUNICIPAL COURT	59,905.00	41,333.15	4,435.93	0.00	45,769.08
010-05	PLANNING	92,537.00	68,743.24	6,748.90	0.00	75,492.14
010-07	POLICE	1,038,250.00	744,915.26	71,792.19	0.00	816,707.45
010-09	PARKS AND RECREATION	9,600.00	3,586.70	237.09	0.00	3,823.79
010-10	CITY HALL	129,527.00	102,411.84	3,405.63	0.00	105,817.47
	010 Totals:	1,615,780.00*	1,143,348.99*	104,303.06*	0.00*	1,247,652.05*
020	STREETS					
020-20	Expense	377,064.00	224,260.44	21,785.68	0.00	246,046.12
	020 Totals:	377,064.00*	224,260.44*	21,785.68*	0.00*	246,046.12*
021	WATER FUND					
021-01	OFFICE OPERATING	278,881.00	174,001.97	19,047.35	0.00	193,049.32
021-02	SHOP OPERATING	455,640.00	302,840.48	28,876.43	0.00	331,716.91
021-03	VEHICLE MTCE	205,500.00	31,483.62	4,004.35	0.00	35,487.97
021-04	FILTER PLANT OPS	78,500.00	33,428.08	11,340.98	0.00	44,769.06
021-05	WELLS OPERATION	15,000.00	8,786.87	310.04	0.00	9,096.91
021-06	SYSTEM REPAIR/UPGRADE	887,000.00	80,476.20	24,585.70	1,526.00	103,535.90
021-07	CAPITAL OUTLAY	345,000.00	27,478.14	1,208.19	0.00	28,686.33
	021 Totals:	2,655,641.00*	1,001,458.36*	89,373.04*	1,526.00*	1,089,305.40*
022	SEWER					
022-22	EXPENSE	1,526,048.00	963,174.39	99,597.87	0.00	1,062,772.26
	022 Totals:	3,287,057.00*	1,328,538.69*	99,597.87*	0.00*	1,428,136.56*
024	FUEL BUSINESS LICENSE					
024-24	EXPENSE	227,913.00	186,121.21	3,122.20	0.00	189,243.41
	024 Totals:	227,913.00*	186,121.21*	3,122.20*	0.00*	189,243.41*
026	BICYCLE/PEDWAYS FUND					
050	URBAN RENEWAL DISTRICT					
055	URBAN REN DIST DEBT SERVICE					
060	PROPERTY PURCHASE					
060-60	EXPENSE	43,470.00	28,871.35	2,312.95	0.00	31,184.30
	060 Totals:	43,470.00*	28,871.35*	2,312.95*	0.00*	31,184.30*

<u>Account</u>	<u>Description</u>	<u>Budgeted Amount</u>	<u>Beginning Balance</u>	<u>Debit This Period</u>	<u>Credit This Period</u>	<u>Ending Balance</u>
070	TRANSIENT ROOM TAX					
070-70	EXPENSE	310,340.00	106,336.94	21,607.02	0.00	127,943.96
	070 Totals:	310,340.00*	106,336.94*	21,607.02*	0.00*	127,943.96*
075	CARNAHAN PARK					
090	EQUIPMENT RESERVE					
091	COM DEV BLOCK GRANT					
096	911 COMMUNICATIONS					
100	BAIL					
	Report Totals:	8,566,486.00**	4,034,796.31**	342,101.82**	1,526.00**	4,375,372.13**

General Ledger
Revenue vs. Expenses SummaryPrinted: 05/11/2011 11:51
Period 10, 2011

<u>Fund</u>	<u>Description</u>	<u>YTD Balance Before Period</u>	<u>Revenues for Period</u>	<u>Expenses for Period</u>	<u>Year to Date Amount</u>
010	GENERAL	(43,041.17)	92,765.24	104,303.06	(54,578.99)
020	STREETS	(19,560.25)	35,014.62	21,785.68	(6,331.31)
021	WATER FUND	(14,937.39)	93,736.81	87,847.04	(9,047.62)
022	SEWER	1,571,545.02	160,636.37	99,597.87	1,632,583.52
024	FUEL BUSINESS LICENSE	(37,340.13)	13,546.16	3,122.20	(26,916.17)
026	BICYCLE/PEDWAYS FUND	4,829.48	231.86	0.00	5,061.34
050	URBAN RENEWAL DISTRICT	0.00	0.00	0.00	0.00
055	URBAN REN DIST DEBT SERVICE	0.00	0.00	0.00	0.00
060	PROPERTY PURCHASE	(21,143.56)	851.01	2,312.95	(22,605.50)
070	TRANSIENT ROOM TAX	158,431.76	12,149.94	21,607.02	148,974.68
075	CARNAHAN PARK	4,717.71	0.00	0.00	4,717.71
090	EQUIPMENT RESERVE	0.04	0.00	0.00	0.04
091	COM DEV BLOCK GRANT	0.00	0.00	0.00	0.00
095	EMPLOYEE HEALTH	0.00	0.00	0.00	0.00
096	911 COMMUNICATIONS	0.00	0.00	0.00	0.00
100	BAIL	0.00	0.00	0.00	0.00
Report Totals:		1,603,501.51	408,932.01	340,575.82	1,671,857.70

**Beautification Committee Meeting
May 10, 2011**

Members present:

Chair Matt Harris
Councilor Doug Henson

Members absent:

Councilor Steve Forster
Ed Armstrong

Staff:

Paul Wyntergreen, City Manager
Bernadette Sorensen, City Recorder
Arley Sullivan, Public Works Director
Jon Williams, Street Dept. Supervisor

The meeting was called to order by Chair Harris at 10 a.m.

Discussion Items:


1. Committee received an update on the Flower Potting program. Flower pots are at Rieger's Nursery and will be ready in early June. Hidden Acres, who was the low bidder and awarded the bid, pulled their bid after learning that the pots were 18" and not 16".
2. **Sorensen** provided the committee information on a possible schedule for the advertisement and award for the Flower Basket Watering & Maintenance RFP. A letter of interest will be sent to previous bidders. A deadline of May 27th with a recommendation to City Council on their June 6th meeting was agreed upon. At their next meeting, scheduled for June 1st at 11 a.m. at City Hall, they will review proposals received.
3. **Spring Clean-Up** was tentatively set for June 11th. Wyntergreen will take it before the Council at the next meeting. It was recommended that the City use radio, flyers, newspaper advertisement, website posting and informing local organizations to try to increase participation in the event. Staff will also be advised of the opportunity available to donate time on clean-up day to spruce up the area around City Hall. **Carolyn Decker** asked about the cleaning of the old garbage cans around town. Williams said they will be pressure-washed. **Wyntergreen** brought up Garage Sale Day. Committee discussed the idea of contacting the Chamber to see if they would like to take over this event.

Beautification Committee Meeting
May 10, 2011

4. **Williams** gave an update on the lighting for the south and east entrance signs into Tillamook. He contacted ODOT and showed pictures of the lighting (from the back and over the sign to shine down) that they would approve. He contacted PUD and was given an approximate cost of \$4,500 for electricity to the locations. Minimal cost to the south entrance as power pole is already there. **Sullivan** said that a sign for the north entrance headed south could be looked at with the Bay City waterline tie-in. Harris commented that a sign coming from the west would be good and Sullivan suggested that the City already owns property there at the Wastewater Treatment Plant location. **Sorensen** suggested looking at the budget and proposed budget at the next meeting.
5. **Goodspeed Park Playground Equipment Grant – Wyntergreen** told the committee that he will give a presentation of our grant application to the State Parks Advisory Committee on June 8th at Sunriver.
6. **Other Business** – Planters in front of City Hall and the Transit Center need to be planted. **Williams** brought up the fact that nothing has been decided on the dogs in parks issue. The Street crew continues to have issues mowing and weed-eating areas that have dog feces. Discussion followed about the designation of a Dog Park. **Sorensen** asked about the cost and brought up the idea of charging more for dog licensing to help implement such a park. **Wyntergreen** said that City Planner Mattison is working on a Parks Master Plan and could give a presentation at the next meeting. The master plan will need feedback from the committee and the Planning Commission.

The next meeting will be June 1, 2011 at 11 a.m. at Tillamook City Hall.

There being no further discussion the meeting was adjourned at 10:50 a.m.


Prepared by: Bernadette Sorensen, CMC
City Recorder



May 4, 2011

Onno Husing
Oregon Coastal Zone Management Association (OCZMA)
PO Box 1033
Newport, OR 97365

Dear Mr. Husing:

800 Exchange St., Suite 310
Astoria, Oregon 97103

The Board of Clatsop County Commissioners met on May 4, 2011 and reviewed the general concepts regarding OCZMA's application to the Economic Development Administration (EDA) for funding to prepare a renewable energy assessment for the Oregon Coast. Clatsop County, located on the North Oregon Coast, is experienced with the challenges of reviewing large energy development projects. Based on these experiences, the County would benefit a great deal from the development of a solid data foundation for future decision-making regarding the development of renewable energy resources.

The development of renewable energy resources is very important to Clatsop County. Before considering larger scale developments, understanding the impacts and identifying specific locations for these installations would be a great benefit. The County would be well-served by a study that would at a minimum generate the following information:

Board of
County Commissioners

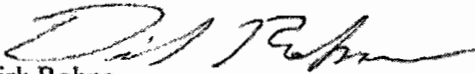
Phone (503) 3251000
Fax (503) 325-8325

- A review of electric grid capacity on the Oregon coast and identification of issues related to renewable energy integration (distributed power)
- An inventory of potential new transmission and distribution investments in the region which would, over time, expand the field of feasible renewable energy opportunities in the coastal region
- Identification/mapping of key view-sheds on the Oregon Coast where wind energy development and other forms of renewable energy would and would not be appropriate
- State agencies inventory of fish and wildlife resources to locate renewable energy sites with the fewest conflicts
- Examination of the latest financial trends in biomass energy development and emerging global market opportunities for bio-fuels.
- Development of a series of best practices for proposed land use ordinances to facilitate the renewable energy project development.

The County is also interested in identifying ways to add to the property tax base for the County and to create the right type of jobs that support the rural lifestyle through clean and renewable energy projects. The Board believes that a comprehensive assessment is critical to ensure optimal, sustainable and preferred use of the renewable resources.

The Board supports OCZMA's application to the Economic Development Administration (EDA) for funding to prepare a renewable energy assessment for the Oregon Coast.

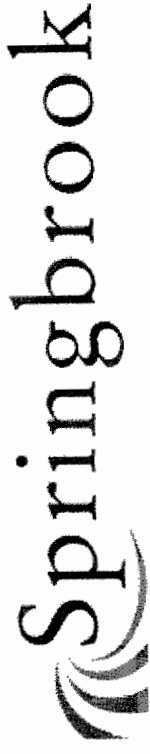
Sincerely,

A handwritten signature in black ink, appearing to read "Dirk Rohne", written in a cursive style.

Dirk Rohne
Chair

Accounts Payable Computer Check Proof List

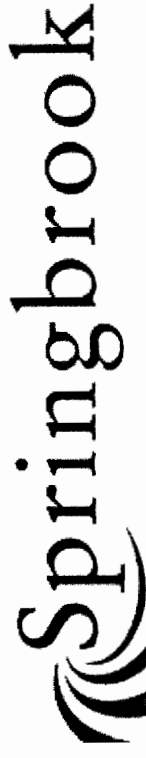
User: adm
Printed: 05/06/2011 - 1:08 PM



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4804 89	Computer Support & Services, L 75% estimate-Arley's new computer Check Total:	1,460.00 1,460.00	05/06/2011	Check Sequence: 1 021-01-54090	ACH Enabled: No
Total for Check Run:		1,460.00			
Total Number of Checks:		1			

Accounts Payable Computer Check Proof List

User: adm
Printed: 05/12/2011 - 10:31 AM



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4788 5.6.11	2nd Street Public Market TRT Dist, 1/18 to 4/14/11, less adj. Check Total:	214.47 214.47	05/16/2011	Check Sequence: 1 070-70-53580	ACH Enabled: No
Vendor:4789 5.6.11	Bay City Arts Center TRT Dist, 1/18 to 4/14/11, less adj. Check Total:	54.99 54.99	05/16/2011	Check Sequence: 2 070-70-53580	ACH Enabled: No
Vendor:0041 10683 10705 10786	Bell's Office Machines Copies Fawcett Crk Intake plans-Wtr Dpt DEQ map copies-WWTP Copies Fawcett Crk Intake proj.-Wtr Dpt Check Total:	7.40 12.25 10.50 30.15	05/16/2011 05/16/2011 05/16/2011	Check Sequence: 3 021-06-55065 022-22-53230 021-06-55065	ACH Enabled: No
Vendor:0788 5.2.11	Bernadette Sorensen Reimb mileage-HR Conf Portland-Sorensen Check Total:	79.56 79.56	05/16/2011	Check Sequence: 4 010-03-53400	ACH Enabled: No
Vendor:0028 12-49482 12-49534 12-49616 12-49629 12-49701 12-49705	Boyd's Implement Service, LLC #204 Case backhoe work light-St Dpt #201 dump trk, rplc shocks-St Dpt #2110 - Oil, filter, belt service-Wtr Dp Work on trailer springs-Wtr Dpt #206 sweeper rpr pulley wheel assy Service Hitachi excavator-Wtr Dpt Check Total:	56.00 616.60 363.00 2,262.00 76.82 1,228.69 4,603.11	05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011	Check Sequence: 5 020-20-53210 020-20-53210 021-03-53140 021-03-53252 020-20-53210 021-03-53252	ACH Enabled: No
Vendor:4894 966121 966220	CHS Propane 115.6 gal @2.08/gal-WWTP Propane 64.8 gal @2.08/gal-WWTP	240.45 134.78	05/16/2011 05/16/2011	Check Sequence: 6 022-22-53450 022-22-53450	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
966314	Propane 125.8 gal @2.08/gal-WWTP	261.66	05/16/2011	022-22-53450	ACH Enabled: No
966401	Propane 119.7 gal @2.08/gal-WWTP	248.98	05/16/2011	022-22-53450	
	Check Total:	885.87			
Vendor:0089	Coast Printing and Stationary			Check Sequence: 7	ACH Enabled: No
H088	(1600)4pt prop. receipts-PD	517.25	05/16/2011	010-07-53270	
H362	Councilor Martin 29th ann card	2.95	05/16/2011	010-03-53270	
H427	Notebook-St Dpt	2.25	05/16/2011	020-20-53230	
H502	250 Animal Control door hangers-PD	122.50	05/16/2011	010-07-53270	
H648	500 #10 reg City envelopes-Bus Lic renew	64.40	05/16/2011	010-03-53270	
H666	(3)3" expanding folders-AP	6.75	05/16/2011	010-03-53270	
	Check Total:	716.10			
Vendor:4442	CoastCom, Inc.			Check Sequence: 8	ACH Enabled: No
5275	May '11 Internet & dark fiber lease	100.00	05/16/2011	010-07-53420	
	Check Total:	100.00			
Vendor:4804	Computer Support & Services, L			Check Sequence: 9	ACH Enabled: No
874	2 used computers/parts for SCADA rpr	400.00	05/16/2011	021-04-53200	
	Check Total:	400.00			
Vendor:4910	Control Factors - Portland, In			Check Sequence: 10	ACH Enabled: No
628127	Replacement basket for 4" strainer-WWTP	263.46	05/16/2011	022-22-53210	
	Check Total:	263.46			
Vendor:6000	DMV Records Policy Unit			Check Sequence: 11	ACH Enabled: No
67857-042911	Vehicle records ordered April 2011	2.00	05/16/2011	010-07-53720	
	Check Total:	2.00			
Vendor:4670	Durbin Excavating			Check Sequence: 12	ACH Enabled: No
5.11.11	Equipment labor-6th&Park sewer main rpr	800.00	05/16/2011	022-22-53350	
5.4.11	Repair 5th St/Buel Apt sewer break	900.00	05/16/2011	022-22-53350	
	Check Total:	1,700.00			
Vendor:4514	EC Company			Check Sequence: 13	ACH Enabled: No
79972	Troubleshoot/pumps not running-Brookfld	404.51	05/16/2011	022-22-53220	
	Check Total:	404.51			

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4454 280860 281441	Ferguson Enterprises, Inc. #30 3 pipe saddles/various sizes-WWTP Pipe saddle-WWTP Check Total:	319.91 148.51 468.42	05/16/2011 05/16/2011	Check Sequence: 14 022-22-53210 022-22-53210	ACH Enabled: No
Vendor:4826 1985624955 219795 219920-1 24634 281019.2.26.11 395499 4.1.11-8537712 4.16.11 4.5.11 4.8.11 426199 486280 516341 5434 663598 872309 95130	First Bankcard Real VNC License/Wtr SCADA sys Room-short school Seaside/Williams Rooms-Utility locate training-TL & AS Room-Chief's Conf-Wright Rain jacket-WWTP Lighting-WWTP Cooler rental April 2011-WWTP Real VNC download/Wtr SCADA sys Real VNC download/Wtr SCADA sys Real VNC download/Wtr SCADA sys Tweezers & staples-WWTP Meal-Locate training-AS & TL Spot light-WWTP Room-Mediation-AS Meal-Mediation-AS Register-short school Seaside/Williams Radiator for PD ambulance Check Total:	30.00 292.34 194.02 80.80 59.99 24.99 6.99 9.99 9.61 9.61 12.96 41.15 29.88 208.88 56.12 255.00 150.00 1,472.33	05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011	Check Sequence: 15 021-06-55065 020-20-53400 021-02-53070 010-07-53380 022-22-53230 022-22-53230 022-22-53230 021-06-55065 021-06-55065 021-06-55065 022-22-53270 021-02-53070 022-22-53230 022-22-53365 022-22-53365 020-20-53380 010-07-53250	ACH Enabled: No
Vendor:0565 9528632053	Grainger, Inc. 15 blue plastic bin boxes-WWTP Check Total:	172.35 172.35	05/16/2011	Check Sequence: 16 022-22-53230	ACH Enabled: No
Vendor:1019 7217842	Hach Company (2)Long sleeve X lg apron-Wtr Dpt Check Total:	208.00 208.00	05/16/2011	Check Sequence: 17 021-02-53250	ACH Enabled: No
Vendor:0198 938534 938535	Headlight Herald Pub Ntc - Galena Flores OLCC Pub Ntc - 2011 Asphalt Bids Check Total:	23.97 34.68 58.65	05/16/2011 05/16/2011	Check Sequence: 18 010-03-53190 024-24-53240	ACH Enabled: No
Vendor:3093 844	Hurliman Enterprises LLC 10 yd 3/4 minus rock-Fawcett Ck	130.00	05/16/2011	Check Sequence: 19 021-06-55065	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4437 11.09.01-2	Check Total: Industrial Systems LLC April 21, 2011 service trip/PLC1-WWTP Check Total:	130.00 1,052.00 1,052.00	05/16/2011	Check Sequence: 20 022-22-54120	ACH Enabled: No
Vendor:4783 07633289	ITT Water & Wastewater USA Brookfield replacement pump Check Total:	4,925.10 4,925.10	05/16/2011	Check Sequence: 21 022-22-53210	ACH Enabled: No
Vendor:4231 2549 2553	Jeff Naegeli's Tillamook Plumb Repair sewer lateral 6th & Madrona Repair WWTP copper by pass lines Check Total:	1,097.50 1,480.50 2,578.00	05/16/2011 05/16/2011	Check Sequence: 22 022-22-53210 022-22-53210	ACH Enabled: No
Vendor:4182 13762	John H. Tuthill, Atty Fawcett Crk intake proj-legal Apr 2011 Check Total:	173.00 173.00	05/16/2011	Check Sequence: 23 021-06-55065	ACH Enabled: No
Vendor:4393 72220	Jordan Schrader, Attys at Law WWTP legal 3/16 to 4/15/11 Check Total:	3,970.08 3,970.08	05/16/2011	Check Sequence: 24 022-22-53365	ACH Enabled: No
Vendor:4909 347735 347739	Klausen Trucking Co. Buel Apt/5th St sewer main rock hauling Rock, truck time,dump fee-6th & Park rpr Check Total:	680.00 410.00 1,090.00	05/16/2011 05/16/2011	Check Sequence: 25 022-22-53350 022-22-53350	ACH Enabled: No
Vendor:2100 19463	Larson's Body & Glass, Inc. WWTP 95 F150-fix door lock,chk for leak Check Total:	92.25 92.25	05/16/2011	Check Sequence: 26 022-22-53250	ACH Enabled: No
Vendor:4623 5.6.11 5.6.2011	Latimer Quilt & Textile Center TRT Dist, 1/18 to 4/14/11, less adj. TRT Dist, 1/18 to 4/14/11, Quilt Proj. Check Total:	219.97 219.97 439.94	05/16/2011 05/16/2011	Check Sequence: 27 070-70-53580 070-70-53580	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4472 CL52894 CL52894 CL52894	Marc Nelson Oil Products 01-0006091, WWTP fuel 4/15 to 4/30/11 01-0006091, Street fuel 4/15 to 4/30/11 01-0006091, Wtr fuel 4/15 to 4/30/11 Check Total:	201.13 393.94 747.91 1,342.98	05/16/2011 05/16/2011 05/16/2011	Check Sequence: 28 022-22-53140 020-20-53140 021-03-53140	ACH Enabled: No
Vendor:6010 5.05.11 5.05.2011 5.12.11 5.5.11	Mary A. Tucker 30 pk AA Ultra Duracell batteries-Wtr Dp Disinfectant wipes (160)-Breakroom Reimburse for coffee for breakroom Disinfectant wipes (160)-Wtr Dpt Check Total:	12.99 4.52 7.99 4.52 30.02	05/16/2011 05/16/2011 05/16/2011 05/16/2011	Check Sequence: 29 021-02-53250 010-10-53230 010-10-53230 021-01-53270	ACH Enabled: No
Vendor:4911 765367	Micontrols, Inc. Honeywell filter flow rate control-Wtr P Check Total:	1,053.46 1,053.46	05/16/2011	Check Sequence: 30 021-04-53200	ACH Enabled: No
Vendor:4501 5.6.11	Monday Musical Club TRT Dist, 1/18 to 4/14/11, less adj. Check Total:	54.99 54.99	05/16/2011	Check Sequence: 31 070-70-53580	ACH Enabled: No
Vendor:4418 367598	Muddy Waters Food-budget meeting 5/11/11 Check Total:	155.00 155.00	05/16/2011	Check Sequence: 32 010-01-53410	ACH Enabled: No
Vendor:0290 020186 020255 020444 020874 020886 021354 021982	NAPA Auto Parts Vacuum pump, round file-Wtr Dpt Backhoe grease fittings-St Dpt Light bulbs for shop bay-St Dpt Bolt splitter-Wtr Dpt Acetylen & Oxygen-WWTP Tire crayon-PD Brass bushings,trailer ball,etc.-Wtr Dpt Check Total:	60.29 3.30 9.06 30.39 38.21 3.32 54.74 199.31	05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011	Check Sequence: 33 021-02-53211 020-20-53210 020-20-53200 021-02-53211 022-22-53230 010-07-53270 021-03-53140	ACH Enabled: No
Vendor:6004 11-201104	Net Assets Corporation Title Searches for the month of Apr 2011 Check Total:	30.00 30.00	05/16/2011	Check Sequence: 34 010-10-53350	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:4489 3496 3522	New Age Car Wash 3 touch free washes-Wtr Dpt Touch free wash-WWTP 4/21/11 Check Total:	25.00 11.00 36.00	05/16/2011 05/16/2011	Check Sequence: 35 021-03-53140 022-22-53250	ACH Enabled: No
Vendor:4622 5,6,11	North Coast Seafood Festival TRT Dist. 1/18 to 4/14/11, less adj. Check Total:	274.96 274.96	05/16/2011	Check Sequence: 36 070-70-53580	ACH Enabled: No
Vendor:4041 20792	Northstar Chemical, Inc. 2780 gal sodium hypochlorite-WWTP Check Total:	4,336.80 4,336.80	05/16/2011	Check Sequence: 37 022-22-53040	ACH Enabled: No
Vendor:4609 295	Northwest Media Consultants Web services - April 2011 Check Total:	56.50 56.50	05/16/2011	Check Sequence: 38 010-02-53430	ACH Enabled: No
Vendor:4656 973356	Norwest Safety Remote area lighting system-Wtr Dpt Check Total:	698.75 698.75	05/16/2011	Check Sequence: 39 021-02-53211	ACH Enabled: No
Vendor:4824 3805-158607 3805-161745	O'Reilly Automotive, Inc. Wiper Blade - St Dept Air fresheners for St Dept vehicles Check Total:	4.74 8.97 13.71	05/16/2011 05/16/2011	Check Sequence: 40 020-20-53210 020-20-53210	ACH Enabled: No
Vendor:4081 797832	OfficeMax - A Boise Company 4bx file folders,paper,pens, ppr pads-PD Check Total:	202.11 202.11	05/16/2011	Check Sequence: 41 010-07-53270	ACH Enabled: No
Vendor:5007 1934550	Oil Can Henry's #26 WWTP F350 oil change Check Total:	97.57 97.57	05/16/2011	Check Sequence: 42 022-22-53140	ACH Enabled: No
Vendor:0799 1040188 1040188 1040188	One Call Concepts, Inc. One Call TKWC01 - Month of April 2011 One Call TILL02 - Month of April 2011 One Call TILL01 - Month of April 2011	23.76 19.80 19.80	05/16/2011 05/16/2011 05/16/2011	Check Sequence: 43 021-02-53260 020-20-53420 022-22-53420	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	63.36			
Vendor:0352 20110503	OR Assoc Chiefs of Police Written tests for hiring - PD Check Total:	349.50 349.50	05/16/2011	Check Sequence: 44 010-07-53270	ACH Enabled: No
Vendor:0125 WQ12WSC-0135	OR Dept of Environmental Qual Wastewater sys op cert program FY11-12 Check Total:	120.00 120.00	05/16/2011	Check Sequence: 45 022-22-53290	ACH Enabled: No
Vendor:0336 Apr 2011 April 2011	OR Dept of Revenue LEMLA Assessment, April 2011 UA Assessment, April 2011 Check Total:	66.00 1,640.00 1,706.00	05/16/2011 05/16/2011	Check Sequence: 46 010-00-41080 010-00-41110	ACH Enabled: No
Vendor:0857 80136755-322301 93769490-322300	Pepsi-Cola Apr '11 rental-St Dpt Apr '11 rental, 4 wtr, 4 returns-City H Check Total:	10.00 38.00 48.00	05/16/2011 05/16/2011	Check Sequence: 47 020-20-53200 010-10-53240	ACH Enabled: No
Vendor:4388 5.12.11 5.12.11 5.12.11 5.12.11 5.12.11 5.12.11 5.12.11 5.12.11 5.12.11 5.12.11 5.12.11	Pitney Bowes Reserve Account Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Prepaid Postage - Machine Check Total:	73.13 5.21 53.02 77.75 15.82 29.45 1.56 238.15 3.12 2.79 500.00	05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011	Check Sequence: 48 010-04-53300 010-03-53300 010-07-53300 010-03-53300 010-02-53300 010-01-53300 020-20-53300 022-22-53300 010-05-53300 021-01-53300	ACH Enabled: No
Vendor:6024 I298532-IN	Pollard Water Hwy stakes, Post driver-Wtr Dpt Check Total:	558.20 558.20	05/16/2011	Check Sequence: 49 021-06-55065	ACH Enabled: No
Vendor:4470 4.30.11	PostaBox Postage to return OSHA videos 2/7/11	8.81	05/16/2011	Check Sequence: 50 021-02-53070	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	8.81			
Vendor:0426 32540	SC Paving Rock & push fees-Schmidt Prop access Check Total:	250.00 250.00	05/16/2011	Check Sequence: 51 060-60-43360	ACH Enabled: No
Vendor:3094 593-4/11 Stmt	Sheldon Oil Company PD fuel, April 2011 Check Total:	2,076.18 2,076.18	05/16/2011	Check Sequence: 52 010-07-53140	ACH Enabled: No
Vendor:4570 8018467774	Staples Advantage (20) 60 min cassette tapes-City mtgs Check Total:	15.60 15.60	05/16/2011	Check Sequence: 53 010-03-53270	ACH Enabled: No
Vendor:0526 5.6.11 5.6.2011	Tillamook Chamber of Commerce 10% TRT, Feb/Mar '11 TRT Dist, 1/18 to 4/14/11, less adj. Check Total:	2,445.09 274.96 2,720.05	05/16/2011 05/16/2011	Check Sequence: 54 070-70-53360 070-70-53580	ACH Enabled: No
Vendor:0862 27296/1	Tillamook Co. Creamery Assoc Fertilizer/weed killer-parks except Cam Check Total:	410.13 410.13	05/16/2011	Check Sequence: 55 010-09-53230	ACH Enabled: No
Vendor:4466 5.6.11	Tillamook Co. Fairboard TRT Dist, 1/18 to 4/14/11, less adj. Check Total:	192.47 192.47	05/16/2011	Check Sequence: 56 070-70-53580	ACH Enabled: No
Vendor:4791 5.6.11	Tillamook Co. Pioneer Museum TRT Dist, 1/18 to 4/14/11, less adj. Check Total:	164.98 164.98	05/16/2011	Check Sequence: 57 070-70-53580	ACH Enabled: No
Vendor:0498 713-193010 713-193594 713-194160 713-194665	Tillamook Co. Solid Waste City trash run City trash run City trash run City trash run Check Total:	10.00 10.00 10.00 11.70 41.70	05/16/2011 05/16/2011 05/16/2011 05/16/2011	Check Sequence: 58 010-09-53230 010-09-53230 010-09-53230 010-09-53230	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0525 April 2011	Tillamook Co. Treasurer LEMLA Assessment, April 2011 Check Total:	748.00 748.00	05/16/2011	Check Sequence: 59 010-00-41090	ACH Enabled: No
Vendor:4193 Bounty 2011	Tillamook Estuaries Bounty on the Bay 2011 sponsor Check Total:	1,000.00 1,000.00	05/16/2011	Check Sequence: 60 010-01-53070	ACH Enabled: No
Vendor:0502 95749 96367 96946 97280 97765	Tillamook Farmer's Co-op Wash/wax concentrate-St Dpt 3 paint green marking solvent-St Dpt Short shovel to remove debris/sweeper 15 boxes nitrile gloves various sizes-Wt Marking flags for locates-St Dpt Check Total:	15.29 12.12 10.79 53.88 13.48 105.56	05/16/2011 05/16/2011 05/16/2011 05/16/2011 05/16/2011	Check Sequence: 61 020-20-53210 020-20-53230 020-20-53210 021-02-53250 020-20-53230	ACH Enabled: No
Vendor:4248 5.6.11	Tillamook Farmer's Market TRT Dist, 1/18 to 4/14/11, less adj. Check Total:	274.96 274.96	05/16/2011	Check Sequence: 62 070-70-53580	ACH Enabled: No
Vendor:4334 10093711 10093711 10093715	Tillamook Radio Shack Memory cards&cable-Wtr Dpt SCADA Handheld radios for Wtr Dpt trucks Radio adapter-Wtr Dpt Check Total:	89.96 275.94 22.99 388.89	05/16/2011 05/16/2011 05/16/2011	Check Sequence: 63 021-04-53200 021-02-53210 021-02-53210	ACH Enabled: No
Vendor:2051 12537	Timothy M. Dolan Professional Services Month of Apr '11 Check Total:	560.00 560.00	05/16/2011	Check Sequence: 64 010-04-53060	ACH Enabled: No
Vendor:1061 40983	TJ's Lock & Key (6) Padlocks-WWTP Check Total:	77.76 77.76	05/16/2011	Check Sequence: 65 022-22-53230	ACH Enabled: No
Vendor:4290 31735-IN	TMG Services, Inc. O rings on site cl2 generator-Wtr Dpt Check Total:	12.00 12.00	05/16/2011	Check Sequence: 66 021-04-53200	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0670				Check Sequence: 67	ACH Enabled: No
B037483	Tommie's Cleaners	19.00	05/16/2011	010-07-53410	
B037486	Dry cleaning, 4 pcs, Bomar	8.25	05/16/2011	010-07-53410	
B037492	Dry cleaning, 3 pcs, Coleman	9.50	05/16/2011	010-07-53410	
B037500	Dry cleaning, 2 pcs, Troxel	19.00	05/16/2011	010-07-53410	
B037507	Dry cleaning, 4 pcs, McFarland	4.75	05/16/2011	010-07-53410	
B037543	Dry cleaning, 1 pc, Wright	8.50	05/16/2011	010-07-53410	
B037550	Dry cleaning, 2 pcs, Coleman	9.50	05/16/2011	010-07-53410	
B037555	Dry cleaning, 2 pcs, Troxel	9.50	05/16/2011	010-07-53410	
B037570	Dry cleaning, 2 pcs, Olson	9.50	05/16/2011	010-07-53410	
B037593	Dry cleaning, 2 pcs, Troxel	28.50	05/16/2011	010-07-53410	
B037607	Dry cleaning, 6 pcs, Wagner	9.50	05/16/2011	010-07-53410	
B037612	Dry cleaning, 2 pcs, Olson	9.50	05/16/2011	010-07-53410	
B037614	Dry cleaning, 2 pcs, Bomar	9.50	05/16/2011	010-07-53410	
B037643	Dry cleaning, 2 pcs, Coleman	19.00	05/16/2011	010-07-53410	
B037664	Dry cleaning, 4 pcs, Troxel	9.50	05/16/2011	010-07-53410	
B037678	Dry cleaning, 2 pcs, Olson	7.50	05/16/2011	010-07-53410	
B037679	Dry cleaning, 6 pcs, Coleman	28.50	05/16/2011	010-07-53410	
B037683	Dry cleaning, 1 pcs, Cadets	4.75	05/16/2011	010-07-53410	
B037684	Dry cleaning, 3 pcs, Wright	14.25	05/16/2011	010-07-53410	
B037759	Dry cleaning, 2 pcs, Bomar	9.50	05/16/2011	010-07-53410	
B037778	Dry cleaning, 2 pcs, Olson	9.50	05/16/2011	010-07-53410	
	Check Total:	257.00			
Vendor:1066				Check Sequence: 68	ACH Enabled: No
4.29.11	U.S. Postal Service	370.00	05/16/2011	021-01-53300	
	Postage for May '11 water/sewer bills	370.00			
	Check Total:				
Vendor:0541				Check Sequence: 69	ACH Enabled: No
8650466	United Pipe & Supply	1,029.52	05/16/2011	022-22-53470	
8653683	(3) Orenco control panels-WWTP	1,802.97	05/16/2011	021-06-53250	
8653942	(90) ft 8" DI pipe -Wtr Dpt	3,815.91	05/16/2011	021-06-53020	
8653959	(27) 1 port MXUs-Wtr Dpt	2,163.56	05/16/2011	021-06-53250	
8653961	(108) ft 8" DI pipe -Wtr Dpt	2,310.00	05/16/2011	021-06-53250	
8654115	(100) ft 18" PVC pipe -Wtr Dpt	1,824.00	05/16/2011	021-06-53020	
8654140	(6) 6" jnt leak clamps-Wtr Dpt	1,216.00	05/16/2011	021-06-53020	
8655864	(8) 6" jnt leak clamps-Wtr Dpt	2,347.02	05/16/2011	021-06-53250	
8655866	72ft pipe,gate valv,grip ring accpk -Wt	1,442.38	05/16/2011	021-06-53250	
8655882	72 ft 8" DI pipe -Wtr Dpt	1,448.43	05/16/2011	021-06-53250	
8655885	8" gate valve,DI tee,DI adapter-Wtr Dpt	1,684.66	05/16/2011	021-06-53020	
8658552	(2)1-1/2" mtrs,(1)2" mtr,mtr gaskets-Wtr	367.59	05/16/2011	021-06-53020	
8659175	(6) 8" DI Rom grip ring accpk-Wtr Dpt	198.21	05/16/2011	022-22-53210	
8659951	(3) Romac pipe saddles-WWTP	1,125.79	05/16/2011	021-04-53200	
8659959	36ft 8" DI pipe,fittings,PVC cement-Wtr	1,546.50	05/16/2011	021-06-53020	
	(15) 8" field lok gaskets-Wtr Dpt				

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
8662218	3 switches & audio bell alarms-WWTP	149.37	05/16/2011	022-22-53470	ACH Enabled: No
8662223	Orengo control panel.LED light-WWTP	333.77	05/16/2011	022-22-53470	
8664901	(100) ft 18" PVC pipe -W/tr Dpt/Fawcett	2,310.00	05/16/2011	021-06-55065	
	Check Total:	27,115.68			
Vendor:0713	Verizon Wireless, Bellevue			Check Sequence: 70	ACH Enabled: No
0971839713	964246907-00001 Sewer Cell Phones	114.82	05/16/2011	022-22-53420	
0971839714	964246907-00003 Water Cell Phones	777.17	05/16/2011	021-01-53420	
0971839715	964246907-00004 Street Cell Phones	95.52	05/16/2011	020-20-53420	
	Check Total:	987.51			ACH Enabled: No
Vendor:4039	Waterlab Corp.			Check Sequence: 71	
55469	Water testing 1/24/11 Tone Water Dist.	35.00	05/16/2011	021-06-58010	
56031	Water tests, various tests & locations	460.00	05/16/2011	021-06-58010	
56044	Routine Water test 4/11/11 Fitzpatrick	35.00	05/16/2011	021-06-58010	ACH Enabled: No
56052	Routine Water test 4/11/11 Hunt Water	35.00	05/16/2011	021-06-58010	
56099	Routine Water test 4/11/11 Tillamook Rvr	35.00	05/16/2011	021-06-58010	
56100	Routine Water test 4/11/11 Tone Water	35.00	05/16/2011	021-06-58010	
	Check Total:	635.00			ACH Enabled: No
Vendor:4398	West Coast Linen			Check Sequence: 72	
85525	Red shop towel service-St Dpt	17.33	05/16/2011	020-20-53230	
86866	Red shop towel service-St Dpt	17.33	05/16/2011	020-20-53210	
	Check Total:	34.66			ACH Enabled: No
Vendor:4901	WorkForce Consolidation Team			Check Sequence: 73	
11-0209	Pongolly, for period 5/2 to 5/9/11	295.37	05/16/2011	022-22-53370	
	Check Total:	295.37			
Vendor:6044	Paul Wyntergreen			Check Sequence: 74	ACH Enabled: No
5.9.11	Reimb mileage 110 @ 51¢ - COLPAC,PW	56.10	05/16/2011	010-02-53400	
	Check Total:	56.10			
Vendor:5047	Zee Medical, Inc.			Check Sequence: 75	
0161436087	Supplies-St Shop medicine cabinet	39.81	05/16/2011	020-20-53350	ACH Enabled: No
	Check Total:	39.81			
Vendor:4072	Zwaid Transport, Inc			Check Sequence: 76	
18438	Rosenberg lift station cleaning 4/29/11	1,000.45	05/16/2011	022-22-53470	

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	1,000.45			
	Total for Check Run:	78,050.23			
	Total Number of Checks:	76			